

**MASTER OF LIBRARY AND INFORMATION  
SCIENCE**

**Term-End Examination**

**June, 2015**

**MLIE-104 : TECHNICAL WRITING**

*Time : 3 hours*

*Maximum Marks : 100*

**Note :** *Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.*

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**1.1** Differentiate between oral, audio-visual and written communication. Discuss the different forms of written communication with examples.

**OR**

**1.2** Explain the characteristics of readers. Discuss the need for and the importance of reader analysis in technical writing.

**2.1** What is a dialect ? Explain the reasons why people speak differently from one another.

**OR**

**2.2** What is readability ? Discuss the factors, as suggested by Harrison, which influence the readability of a text.

- 3.1** What do you mean by the style of presentation ?  
Discuss the structural components to be considered for an effective presentation of data.

**OR**

- 3.2** What are in-house bulletins ? Describe their categories along with the characteristics of each category.

- 4.1** Define 'copy editing'. Discuss the routine tasks involved in copy editing with examples.

**OR**

- 4.2** Correct (proof-read) the text given below :

Print form is one of the oldest medium of recording know ledge and communication. After the introduction of computers, communication networks and Internet, print form of publications like books and journals have manifested into electronic formats such as e-books, e-journals, e-newspapers and e-magazines. e-publication is the publication of any kind of information on any form of electronic media. They have got many advantage as compared to its print counterpart like portability, easy and anytime access,

searchability, space-saving, customized content, multimedia features, user friendly interfaces, etc. However, e-publications also present some issues which needs our attention.

One of the main problem we faces with e-books and e-journals are their incompatible formats. Even today print publications are cheaper than e-publications. Any new technology provides many new application but also poses some new problems and challenges. The advent of Internet and Web technologies have given rise to increased concerns regarding plagiarizm, illegal copying and distribution of digital content including e-books and e-journals. Digital Rights Management (DRM) addresses these issues and protects the rights of the content providers. Two day the main issue for librarians is how library services have to be changed to accommodate e-books and e-journals into the library collections. The problems are faced by the libraries that need to be discussed are licensing issues, user authentication, data encription, cataloguing and proving access to e-collections.

Also the library staffs needs suitable training in the use and management of e-publications particularly e-books which sometimes require specific reader(s)/reading device(s).

New business models and marketing strategies need to be adopted for e-publications. There had also many problems that are faced by the authors, e-publishers and book sellers yet to be discussed in national professional forums in Indian context so that we can reach to some consensus between these groups.

**5.0** Write short notes on any *three* of the following (in about 300 words each) :

- (a) Fog Index
  - (b) Developmental paragraph
  - (c) Narrative Discourse
  - (d) Dissertation vs. Thesis
  - (e) Peer-Review
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पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर  
उपाधि (संशोधित)

सत्रांत परीक्षा

जून, 2015

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

**नोट :** सभी प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।  
अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए  
आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए । उत्तर  
लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए ।

1.1 मौखिक, दृश्य-श्रव्य तथा लिखित संचार के बीच अंतर स्पष्ट  
कीजिए । लिखित संचार के विभिन्न रूपों की चर्चा उदाहरणों  
सहित कीजिए ।

अथवा

1.2 पाठकों के अभिलक्षणों की व्याख्या कीजिए । तकनीकी  
लेखन में पाठक विश्लेषण की आवश्यकता तथा महत्त्व की  
चर्चा कीजिए ।

2.1 बोली (उपभाषा) क्या है ? लोग एक-दूसरे से भिन्न बोली क्यों  
बोलते हैं ? इसके कारणों की व्याख्या कीजिए ।

अथवा

2.2 पठनीयता क्या है ? किसी मूलपाठ की पठनीयता को  
प्रभावित करने वाले, हैरिसन द्वारा प्रस्तावित, तत्त्वों की चर्चा  
कीजिए ।

- 3.1 प्रस्तुतीकरण-शैली से आप क्या समझते हैं ? डेटा के प्रभावी प्रस्तुतीकरण में विचारणीय संरचनात्मक घटकों की चर्चा कीजिए ।

अथवा

- 3.2 इन-हाउस बुलेटिन्स क्या हैं ? इनकी कोटियों का वर्णन प्रत्येक कोटि के अभिलक्षणों के साथ कीजिए ।
- 4.1 'कॉपी-एडिटिंग' को परिभाषित कीजिए । कॉपी एडिटिंग में निहित रूटीन कार्यों की चर्चा उदाहरणों सहित कीजिए ।

अथवा

- 4.2 नीचे दिए गए पाठ का (प्रूफ-संशोधन) कीजिए :

Print form is one of the oldest medium of recording know ledge and communication. After the introduction of computers, communication networks and Internet, print form of publications like books and journals have manifested into electronic formats such as e-books, e-journals, e-newspapers and e-magazines. e-publication is the publication of any kind of information on any form of electronic media. They have got many advantage as compared to its print counterpart like portability, easy and anytime access,

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5.0 निम्नलिखित में से किन्हीं *तीन* पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :

- (क) फॉग इंडेक्स
- (ख) डेवलपमेंटल पैरागाफ (विकासात्मक अनुच्छेद)
- (ग) नैरेटिव डिसकोर्स (विवरणात्मक निबंध)
- (घ) डिस्टेंशन बनाम थीसिस
- (ङ) पीअर-रिव्यू