

**B.Tech. Civil (Construction Management) /
B.Tech. Civil (Water Resources Engineering)**

**Term-End Examination
December, 2010**

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

Note : Attempt any five questions. All questions carry equal marks.

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| 1. | (a) | Explain the three stage process of technical writing. | 7 |
| | (b) | Explain the importance of maintaining coherence within and between paragraphs. | 7 |
| 2. | (a) | Describe some of the basic methods of finding information. | 7 |
| | (b) | Explain the process of design. | 7 |
| 3. | (a) | Explain the procedure of writing instruction and manual. | 7 |
| | (b) | "Formatting conventions that make reading easier". Justify this statement. | 7 |
| 4. | | Prepare a project proposal for the construction of conference hall in a polytechnic. Assume the required data suitably. | 14 |

5. Write a progress report of the ongoing construction of a overbridge on a railway line. Assuming that you are writing to your higher authorities. **14**
6. Prepare few transparencies for an oral presentation on "Advantages and Disadvantages of multistoreyed flats over independent houses". **14**
7. Write a technical article on flood control and actions to be taken on a flood warning. Assume suitable data for the area you are covering. **14**
8. Write short notes on the following : **5+5+4**
- (a) Importance of visual aids
 - (b) Formal elements of a report
 - (c) Structure of the technical article
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