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**Diploma in Civil Engineering / Diploma
in Electrical & Mechanical Engineering**

Term-End Examination

December, 2010

BET-036 : TECHNICAL DOCUMENTATION

Time : 2 hours

Maximum Marks : 70

Note : Question No.1 is compulsory. Answer any two questions from the remaining questions.

1. Answer *any three* of the following : **3x10=30**
- (a) What is an abstract ? Describe the purpose, format and essential elements of an abstract.
 - (b) What is a Progress Report ? Discuss various compartments of a Progress Report with suitable examples.
 - (c) Explain what is audience analysis, and purpose identification, giving suitable examples ?
 - (d) Describe different types of graphs that are generally used as visual elements in presentations.
 - (e) What do you understand by drafting a speech ? Discuss the process of delivering a presentation speech in brief.

2. Prepare a project proposal for the construction of a 15 km long road that incorporates a few culverts and retaining walls. 20

 3. In your new construction project, rain-water harvesting has been made mandatory. This is being introduced first time in any of your projects. Prepare presentation material - write up and graphic aids- to acquaint the work force engaged in the construction project. 20

 4. Write detailed instructions, for your junior, to construct a R.C.C. tank at ground level. 20

 5. Write short notes on *any two* of the following :
 - (a) Short Investigation Report 2x10=20
 - (b) Description of technical process
 - (c) Inspection Report
 - (d) Manuals.
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