

00585

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

Term-End Examination

December, 2010

MLIE-104/MLIS-E4 : 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.

1. Explain the specific characteristic features of technical writing, differentiating it from creative writing.

OR

What do you understand by 'writing situation' ?
Distinguish individual writing from corporate writing.

2. Describe a few writing instances where a correlation is required to match a reader's requirements. Explain this with respect to proposal writing and office memo.

OR

Explain reader-writer relationship, indicating texts for reader responses and feedback for instructional material.

3. What are dialects of languages ? Explain the different types of dialects with reference to spoken and written communication.

OR

State the three basic forms of discourses. Explain the features of narrative and descriptive discourses.

4. Explain the role of a referee, as a peer, in the evaluation of a manuscript of an article.

OR

Correct (proof-read) the text given below :

The ministry of social justice and Empowerment, in coordination with the planning Commission and state Governments have been working toward the mainstreaming of the Disadvantaged and marginalized sections of the society. The objective are to empower the target groups threw their educational, economic and social development, and to bring them in par with the rest of the society. // The Social welfare division continued the efforts towards fulfilling the tenth Plan Committments of (i) empowering Persons with Disabilitys, (loco-motor, Visual, Hearing, Speech and mental disabilities); (ii) reforming the social deviants who come with conflict with law (juveline delinquents/vagrants, drug Addicts,

alcoholics, sex-workers, beggars, etc.); (iii) Caring for the other Disadvantaged (the Aged, children in distress such street children, orphaned/abandoned children, etc.); through effective coordination with the Ministry of Social justice and empowerment and other related Ministries and Departments/State Governments/UTs to ensure the efficient implimentation of various policies and programs for these target groups. // Persons with Disabilities (PWD) are defined as those suffering from four types of disabilities viz visual, loco-motor, hearing and speech and mental disabilities.

5. Write short notes on *any three* of the following :
(in about 300 words each) :-
- (a) Target group.
 - (b) Composing.
 - (c) In-house bulletin.
 - (d) Creative editing.
 - (e) Illustrations.
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पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

दिसम्बर, 2010

एम.एल.आई.ई.-104/एम.एल.आई.एस.- ई 4 : 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. तकनीकी लेखन को सृजनात्मक लेखन से भिन्न करते हुए, तकनीकी लेखन के विशिष्ट अभिलक्षणात्मक गुणों की व्याख्या कीजिए।

अथवा

'लेखन-परिस्थिति' से आप क्या समझते हैं? व्यष्टि लेखन तथा समष्टि लेखन के बीच अंतर स्पष्ट कीजिए।

2. कुछ ऐसे लेखन दृष्टान्तों का वर्णन कीजिए जहाँ एक पाठक की अपेक्षाओं से मेल खाने के लिए सहसंबंध की आवश्यकता होती है। प्रस्ताव लेखन तथा कार्यालय ज्ञापन के परिप्रेक्ष्य में इसकी व्याख्या कीजिए।

अथवा

अनुदेशात्मक सामग्री में पाठकों के उत्तरों तथा उनसे प्रतिपुष्टि की प्राप्ति को दर्शाते हुए पाठ के द्वारा पाठक-लेखक संबंध की व्याख्या कीजिए।

3. भाषाओं की बोलियाँ क्या हैं? मौखिक तथा लिखित संचार के संदर्भ में बोलियों के विभिन्न प्रकारों की व्याख्या कीजिए।

अथवा

निबंध के तीन मूलभूत रूपों का उल्लेख कीजिए। वृत्तांतात्मक तथा विवरणात्मक निबंधों के प्रमुख गुणों की व्याख्या कीजिए।

4. किसी आलेख की पाण्डुलिपी के मूल्यांकन में एक समकक्ष व्यक्ति के रूप में रेफरी की भूमिका की व्याख्या कीजिए।

अथवा

नीचे दिए गए मूलपाठ की त्रुटियों का परिहार (प्रूफ रीडिंग) कीजिए।

The ministry of social justice and Empowerment, in coordination with the planning Commission and state Governments have been working toward the mainstreaming of the Disadvantaged and marginalized sections of the society. The objective are to empower the target groups threwh their educational, economic and social development, and to bring them in par with the rest of the society. // The Social welfare division continued the efforts towards fulfilling the tenth Plan Commitments of (i) empowering Persons with Disabilitys, (loco-motor, Visual, Hearing, Speech and mental disabilities); (ii) reforming the social deviants who come with

conflict with law (juvenile delinquents/vagrants, drug Addicts, alcoholics, sex-workers, beggars, etc.); (iii) Caring for the other Disadvantaged (the Aged, children in distress such street children, orphaned/abandoned children, etc.); through effective coordination with the Ministry of Social justice and empowerment and other related Ministries and Departments/State Governments/ UTs to ensure the efficient implimentation of various policies and programs for these target groups. //Persons with Disabilities (PWD) are defined as those suffering from four types of disabilities viz visual, loco-motor, hearing and speech and mental disabilities.

5. निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :
- लक्षित वर्ग
 - कंपोजिंग
 - इन-हाउस बुलेटिन
 - सृजनात्मक सम्पादन
 - इलस्ट्रेशन