

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

Term-End Examination

June, 2011

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 do you understand by researching ?
Discuss any two methods for collecting information for researching.
 - (b) What are various features that help in making a written presentation more clear and easy to understand ?
 - (c) What do you understand by instructions and manuals ? Discuss their uses and importance giving suitable examples.
 - (d) Enlist various basic graphic aids for oral presentation. Describe any two highlighting their major features.
 - (e) What guidelines would you give for writing an effective technical report ? Give examples.

2. Prepare a manual for the operation and maintenance of a concrete mixer. 20
 3. A multi storey office complex under construction collapsed last night. You are asked by your supervisors to go and visit the site of construction. Prepare the incidence report. 20
 4. You are called upon to deliver an oral presentation before a technical audience on "curing of concrete". Prepare an out line of your talk, and give the titles of your slides. 20
 5. Write short notes on *any two* of the following : $2 \times 10 = 20$
 - (a) Guidelines for writing an effective report
 - (b) Feasibility Reports
 - (c) Audience participation.
 - (d) Importance of punctuation in a write up .
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