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ENGLISH

(Skill Enhancement)

Paper : ENG–SE–5014

(Technical Writing)

Full Marks : 50

Time : 2 hours

*The figures in the margin indicate full marks
for the questions*

1. Answer any *four* of the following as directed :

   1×4=4

   (a) Which writing style is the best?

   (b) Write two examples of writing styles.

   (c) Write one difference between a CV and a Resume.

   (d) What is the difference between its and it's?

   (e) Technical writing demands ___ use of language.

   (Fill in the blank)

(f) What is a white paper?

(g) What is the most important stage of the writing process?

(h) What is the main purpose of pre-writing?

2. Write on any *three* of the following : 2×3=6

(a) Non-verbal communication

(b) Effective listening

(c) Cultural barriers in communication

(d) Technical communication

(e) Role of silence communication

(f) Different channels of communication

3. Answer any *two* of the following : 5×2=10

(a) What are the qualities of a good report?

(b) Write a note on the common problems of good technical writing.

(c) What are the key components of good technical writing?

(d) What are the challenges faced by the technical writer?

(e) Briefly write on the process involved in writing.

(f) What are the three basic points to consider in the writing process?

4. Answer any *three* of the following questions : 10×3=30

(a) " Technical writing is written for both internal and external audiences." Do you agree? Justify with examples.

(b) Write an essay on the growing importance of communication.

(c) Write a letter to the editor of a newspaper about the increase in rash and drunken driving among the youth.

(d) Draft a notice along with the agenda of the XYZ College Debating Society.

(e) Write an essay on the common errors in technical writing.

(f) Write a review of the last book you have read.

(g) Define communication. Explain different types of communication.

(h) Write a note on different types of official letters.

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