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OPEN ELECTIVE
First Year BCom
ENG12304: Technical Writing
(Semester II)

Programme: BCom
Programme Specific: BCom (English)
Course Type: Open Elective
Paper: OE 3

Credits: 2
Time: 2 Hours
Max. Marks: 30
SET: A

Instructions to the candidate:

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

SECTION: A

Q1) Answer the following questions: (Any 5)

[5 X 1 = 5]

1. Describe the importance of clarity and conciseness in technical writing.
2. What are the few things to remember while writing to High Tech Peers?
3. Explain the importance of PowerPoint presentations.
4. Write a short note on Writing to the Lay Reader with an example.
5. Write 3 examples of changing long words into short words for technical writing.
6. Define the importance of social documentation.
7. Write a short note on the importance of Proofreading.

SECTION: B

Q2) Answer the following questions: (Any 5)

[5 X 1 = 5]

1. Define with the help of examples any two important traits of technical writing.
2. How to achieve audience recognition in technical writing?
3. What are the criteria for newsletters.
4. Define technical writing.
5. Explain in detail the importance of Accuracy in technical writing.
6. Write a difference between Virtual Reality (VR) and Augmented Reality (AR)
7. Write a note on Artificial Intelligence (AI)

SECTION: C

Q3) Answer the following questions in about 100 words: (Any 2)

[2 X 5 = 10]

1. Differentiate between Technical Writing and Creative Writing in detail.
2. What are the steps in writing a Technical Paper.
3. You are principal of Aarya College of Arts and science, Lucknow. Prepare an agenda for a meeting with the head of the English department and the secretary and the treasurer of the college's library association. The meeting has been called to discuss the venue, date, time, the events and the budget for the annual literary festival.
4. Write a notice: Few colleagues from your office are touched by the suffering of office cleaner and decide to fund his/her medical treatment. Write a notice, making an appeal for generous donations.

SECTION: D

Q4) Answer the following questions in about 100 words: (Any 2)

[2 X 5 = 10]

1. You are Pravin Kumar, secretary of the Young Writers club, Pune. The well-known writer Amitav Ghosh has agreed to visit the club and interact with its members on 16 July 2020. Write a notice informing its members of the club about the date, venue and time of the function being organised to honour nth writer.
2. Write a note on the future of Technical Writing.
3. Write an email explaining a problem to your supervisor regarding the company's lack of equipment facilities provided to remote setting (work from home) employees.
4. What is an instruction manual? Explain in detail.
