

Bihar Engineering University, Patna
End Semester Examination - 2022

Course: B.Tech.
Code: 100314

Semester: III
Subject: Technical Writing

Time: 03 Hours
Full Marks: 70

Instructions:-

- (i) The marks are indicated in the right-hand margin.
- (ii) There are NINE questions in this paper.
- (iii) Attempt FIVE questions in all.
- (iv) Question No. 1 is compulsory.

Q.1 Choose the correct answer of the following (Any seven question only):

[2 x 7 = 14]

- (a) Which of the following must be avoided in technical writing?
 - (i) Facts
 - (ii) Grammar
 - (iii) Punctuation
 - (iv) Personal feelings
- (b) Which of these must be avoided in technical writing?
 - (i) Facts
 - (ii) Grammar
 - (iii) Punctuation
 - (iv) Personal feelings
- (c) A memo report is
 - (i) External and formal
 - (ii) Internal and informal
 - (iii) External and informal
 - (iv) Internal and formal
- (d) Which of the following should be avoided in an e-mail?
 - (i) Wrong e-mail address
 - (ii) Subject line
 - (iii) Smileys
 - (iv) Rereading
- (e) Shortest documents among technical written documents, known as
 - (i) Report
 - (ii) Website
 - (iii) Summary
 - (iv) Paragraph
- (f) Which of the following is the easiest way of communication?
 - (i) E-mail
 - (ii) Telephone
 - (iii) Fax
 - (iv) Letter
- (g) We, us and our are example of
 - (i) Contractions
 - (ii) Pronoun
 - (iii) Name usage
 - (iv) Noun
- (h) Which of the following must be avoided for effective communication?
 - (i) Sharing of activity
 - (ii) Listening
 - (iii) Ambiguity
 - (iv) Politeness
- (i) _____ are the problems arising from expression.
 - (i) Cultural barriers
 - (ii) Semantic problems
 - (iii) Wrong assumptions
 - (iv) Selecting perception
- (j) Kinesics Stands for
 - (i) Space language
 - (ii) Time language
 - (iii) Body language
 - (iv) None of these

- Q.2** (a) Write in 250 words on "Role and responsibility of engineers".
- (b) Write in 250 words on "Why is editing important".

[7]
[7]

Q.3 Differentiate between formal report and informal report.

[14]

- Q.4 (a) Write notes on any **two** off the following:
- (i) Writing Styles
 - (ii) Types of literature review
 - (iii) Proof reading
 - (iv) Technical Writing

Q.5 What is the **difference** between report and memo? Explain with examples. [14]

Q.6 What is the relationship between social responsibility and ethics? [14]

Q.7 What elements can you use to enhance your presentations? [14]

Q.8 What are the editing techniques? Explain with examples. [14]

Q.9 Describe verbal and non-verbal communication in details. [14]

