

3 (Sem-5/CBCS) ENG SE

2021

(Held in 2022)

ENGLISH

Paper : ENG-SE-5014

(**Technical Writing**)

(**Skill Enhancement**)

Full Marks : 50

Time : 2 hours

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

1. Answer the following as directed : 1×5=5

(a) Writing is a _____; it can be learnt and it is not _____.

(Fill in the blanks)

(b) Technical writing which is transparent and easily understood is (bad/good) technical writing.

(Choose the correct word
given in brackets)

(c) State any one requirement for effective communication.

(2)

- (d) Failure to select _____ appropriately is a common weakness in scientific and technical writing.

(Fill in the blank with appropriate word)

- (e) What is the first consideration of the 'seven-point' plan in scientific writing?

2. Answer the following questions : 2×3=6

- (a) Write two characteristics of poor or bad technical writing.

- (b) Mention two barriers that affect communication.

- (c) What is the importance of identifying the aim in technical writing?

3. Answer the following questions (any three) : 5×3=15

- (a) What are the causes of failures of scientific and technical writing?

- (b) What are the uses of summary?

- (c) What are the essentials of instruction?

(Continued)

(3)

- (d) How does description differ from explanation? Explain with examples.

- (e) Write a note on the strategies of writing official and scientific letters.

- (f) What are the uses of passive structures?

4. Answer the following questions (any three) : 8×3=24

- (a) What are the characteristics of good technical writing? Give examples to illustrate your answer.

- (b) Write a note on the 'seven-point' plan and various phases in scientific writing.

- (c) Discuss the factors influencing readability in a piece of scientific writing.

- (d) Write the instructions for 'driving a car'.

- (e) Write a note on the components of writing style.

- (f) Write briefly on technical writing in terms of its purpose, audience and target readers.
