

3 (Sem-5/CBCS) ENG-SE

2 0 2 2

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)

A23/411

(Turn Over)

(2)

- (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 : $2 \times 3 = 6$

- (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 : $5 \times 2 = 10$

- (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?

(3)

- (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 : $10 \times 3 = 30$

- (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.

★ ★ ★