

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 199417 Roll No.

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B.Pharma./B.Tech.

(SEM. IV) THEORY EXAMINATION 2013-14

TECHNICAL WRITING

AS406

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 199402 Roll No.

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B.Pharma./B.Tech.

(SEM. IV) THEORY EXAMINATION 2013-14

TECHNICAL WRITING

Time : 3 Hours

Total Marks : 80

SECTION—A

1. Attempt all parts : (8×2=16)
- (a) What are Jargons ?
 - (b) What are the divisions of a formal report ?
 - (c) Differentiate between References and Bibliography.
 - (d) What is the difference between a research paper and a technical article ?
 - (e) What is the difference between a thesis and a project ?
 - (f) What are essential features of a good technical paper ?

(g) What are major methods of writing a technical note ?

(h) What is writing of minutes of meeting ?

SECTION-B

2. Attempt any **four** of the following : **(4×6=24)**

(a) Write a note on choice of words and phrases for technical communication.

(b) What are main barriers of the communication skills ? How we remove it ?

(c) Write the salient features of Technical writing. Comment on its importance for professionals.

(d) Impact of industrial revolution on technical writing. Explain.

(e) What are elements of scientific and technical articles ?

(f) What are the various flow of communication ? Describe them.

(g) What are cardinal principles of professional communication ? Distinguish professional style of writing from that of general style. Briefly illustrate.

SECTION-C

3. Attempt **all** parts : **(5×8=40)**

(a) What is thesis writing ? Give a complete format of thesis writing in detail.

(b) What is the motivating objective of writing a sales letter ? Draft a letter of sales for selling 10 units of computer system to a professional institute at Delhi and propose norms of quotation and established rules in this regard. Furnish necessary detail.

- (c) What is meeting ? Write in detail about preparation of agenda, chairing and writing minutes of meeting.
- (d) Differentiate between CV, Resume and Bio-data. Give important tips for resume writing.
- (e) Mention fundamental principles of an effective business letter.