

(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.