

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

SECOND SEMESTER – APRIL 2010

EL 2060 / 2068 - ENGLISH FOR TECHNICAL WRITING

Date & Time: 15/04/2010 / 1:00 - 4:00 Dept. No.

Max. : 100 Marks

PART – A

I. Write short notes on ANY FIVE of the following: (5 x 5 = 25)

1. The Six Sigma Methodology
2. Mind-mapping
3. Home Page
4. Newsletter
5. The Process of Prewriting
6. Benefits of a flier
7. Trip Reports
8. The Extranet

PART – B

II. Answer ANY TWO of the following: (2 x 15 = 30)

9. Explain the main elements of good Document Design.
10. Examine the objectives of Technical Writing.
11. Discuss the scope and range of oral presentation in the context of Technical Writing.
12. Explain the criteria and the process for writing Summaries.

PART – C

III. Attempt ANY THREE of the following: (3 x 15 = 45)

13. As a representative of the Enviro Club in your college, write a Recommendation Report on the purchase of eco-friendly note books and other stationery for students.
14. Write a formal COMPLAINT LETTER in a semi-block format to the manufacturer who supplied you faulty equipment to your department. Mention the details of the fault, the inconvenience and loss it caused you, and the compensation you need.
15. Create a brochure about a tourist place in India **OR** an institute that offers animation and multimedia courses.

16. Provide a visual representation for the following data:

Infosys Share since 1993 ...

We all know about the growth story of Infosys. How about the stock? Infosys was founded by Narayana Murthy along with some others in 1981. It came with an IPO (Initial Public Offer) in 1993 at the price of Rs. 95. Everybody who applied got the shares. Many missed the Diamond opportunity by not applying. Suppose a person applied for 100 Shares then, it would cost him Rs. 9500.

Let us assume that he is holding the same shares till today. What will be the value now? Let us calculate. Remember that in these 17 years Infosys would have offered many dividends. Let us keep this aside and calculate the value of shares alone. Soon after IPO, Infosys gave 1:1 bonus in 1994. So, our 100 shares will be 200 in 1994. Again they gave 1:1 bonus in 1996. That will take the count to 400 shares. And again in 1998 they offered bonus of 1:3 shares. That will take our count to 1600 shares. In 2000, with additional shares (Stock split) it goes to 3200 shares.

In 2004, again they announced 1:1 bonus. It will take our count to 6400 shares. Few months later, they gave bonus shares in the ratio of 1:1. Now, the count of ours would be 12800. On 13/10/2006, the CMP (Current Market Price) of Infosys is Rs. 2070. So, what will be the value of our shares? $12800 \times 2070 = \text{Rs. } 2,64,96,000$. Yes, its Two Crores Sixty Four Lakh and Ninety Six Thousand only.

What other investment would have taken to this level? Real-Estate? Bank Deposit? Gold? I don't think so. A Bank deposit of Rs. 9500 in the same year at the rate of 12% would have hardly fetched us Rs. 38,000 by this time.
