

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



U.G. DEGREE EXAMINATION – GENERAL ENGLISH

SECOND SEMESTER – APRIL 2013

EL 2060 - ENGLISH FOR TECHNICAL WRITING

Date : 25/04/2013
Time : 9:00 - 12:00

Dept. No.

Max. : 100 Marks

I. Write short note on any FIVE of the following in about 100 words each: (5 x5=25)

1. M.L.A. and A.P.A. format.
2. Bar chart and Pie Diagram.
3. Progress Report
4. Internal and external motivation
5. Internet and Intranet.
6. Different types of 'report'.
7. Relevance of technical writing

II. Write a paragraph on any FIVE of the following in about 150 words each: (5x9=45)

1. Discuss the various parts of a proposal.
2. How does general writing differ from technical writing? Explain with suitable examples.
3. Explain mind-mapping, storyboarding and brainstorming.
4. The significance of 'rewriting' in technical writing.
5. Explain about e-mail communication and the various benefits and the problems related to it.
6. Write about the important factors that contribute to effective Oral Presentations.
7. Distinguish the following: abstract and summary.

III. Attempt any THREE of the following in about 300 words each: (3x10=30)

1. Imagine that you are the Sales Manager of a company that sells digital products and you are requested to give a report about the sales and the suggestions to improve the products/service. Prepare a report following the criteria: heading, introduction, discussion (recommendation) and conclusion.
2. Present the following information in a line chart, a bar chart and a table.

In the year 2010, the average marks in percentage by the arts students was 67,commerce students 78,chemistry students 86,mathematics students 56, and the sociology students 82 respectively.

3. Create a mindmap for the steps involved in obtaining admission in a college.
