LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – **GENERAL ENGLISH**

THIRD SEMESTER – **APRIL 2022**

16/17/18UEL3GE02 – ENGLISH FOR TECHNICAL WRITING

Date: 18-06-2022   Dept. No.   Max. : 100 Marks
Time: 09:00 AM - 12:00 NOON

PART - A

I. Answer any EIGHT of the following questions in about 150 words each. (8 x 5 = 40)

1. What are the skills required for a Technical Writer?
2. What are the forms of technical communication?
3. How important is accuracy in Technical Writing?
4. What is the scope of technical writing?
5. What are the criteria for an effective online help?
6. Trace the history and origin of Technical Writing.
7. What are the differences between Technical Writing and General Writing?
8. Write short notes on the various technical documents.
9. Compose a memorandum asking employees to minimize the usage of water and electricity in your company?
10. Comment on any two prewriting techniques.

PART - B

II. Answer any 4 of the following questions in about 300 words each. (4 x 15 = 60)

11. What are the various Pre-writing techniques? Explain in detail any 3 techniques.
12. Explain the format of a scientific report.
13. Explain the importance of Summary Writing and guidelines to write a good summary.
14. Design a webpage and write the content for an Educational Institution.
15. What are the techniques for writing an effective email? Compose an email with an agenda to the employees of a company inviting them for a meeting.
16. Write a project proposal for conducting Spoken English classes for rural students from Tamil medium. Prepare a work plan and a budget seeking grants for the project.

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