LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

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

FOURTH SEMESTER – **APRIL 2022**

UEL 4204 – 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 FOUR of the following questions in about 100 words each.   **(4 x 5 = 20 marks)**

1. Define Technical writing and its uses.

2. What is the scope of Technical Writing?

3. Name a few technical documents and the industries which use technical writing.

4. Explain the three stages of writing.

5. Give the product description and specifications for any electronic device.

6. What is a blog post? What are the benefits of a blog post?

PART B

II. Answer any FOUR of the following in about 200 words each.   **(4x 10 = 40 marks)**

7. Explain the skills required for a technical writer.

8. Explain 'mind mapping' and 'answering the reporter's questions' as prewriting techniques with illustrations.

9. Discuss the features of online help.

10. Explain the functions, format and organizational pattern or sections of a progress report.

11. What are the guidelines to ensure accuracy in a technical document?

12. Explain the types of Infographics. Prepare infographics to create awareness about Global Warming and Climate Change and the need for a change towards Sustainable Living.

PART C

III. Answer any TWO of the following in about 350 words each   **(2x 20 = 40 marks)**

13. Trace the origin, history and development of technical writing.

14. Document design techniques help in enhancing the visual appeal of a technical document. Explain.

15. Imagine you have been deputed by your company to attend a one week training programme in the Mumbai head office, on the recent trends in marketing and product promotion. Prepare a detailed trip report.

16. Create the homepage and write the content for a website of an NGO that works for the empowerment and welfare of women and children.

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