



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

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

**SECOND SEMESTER – NOVEMBER 2015**

**EL 2060 - ENGLISH FOR TECHNICAL WRITING**

Date : 14/11/2015  
Time : 01:00-04:00

Dept. No.

Max. : 100 Marks

**I. Write short notes on any EIGHT of the following in about 150 words each: (8x5=40)**

1. Write about the different types of Report.
2. Discuss the importance of technical writing in today's context.
3. Define technical writing and differentiate it from general writing.
4. What are the important features of an abstract in report writing?
5. Write ten instructions to keep your college campus clean and green.
6. Write down the required guidelines for effective web writing.
7. Write an email to your friend to invite him for your birthday party.
8. How does Prewriting technique help to write reports effectively?
9. Convert the following headline into a full news report.

*3 college students killed in road accident*

10. As the cultural secretary of your college prepare a notice to invite the students to participate in various cultural events in your college.

**II. Answer any FOUR of the following in about 300 words. (4x15=60)**

11. Explain the significance of mind map technique in technical writing with example.
12. Assume that you are the Marketing manager of ACL Mobiles Company. Prepare a proposal report on various strategies to promote the mobiles in the market.
13. Explain the various processes of writing and its significance with example
14. Discuss the features of news reports with example.
15. Assume that you are the student coordinator of the three days rural camp of your class. Prepare a report on the proceedings of the camp to be submitted to the principal of your college.
16. Respond to the following advertisement with covering letter and resume.

WANTED

**SCI BANK, CHENNAI**

Requires Junior Accountant

Qualification: B.com

Send your resume to the following address

**SCI BANK**

No.32, 7<sup>th</sup> Avenue, Anna Nagar, Chennai.

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