

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



U.G.DEGREE EXAMINATION –GENERAL ENGLISH

THIRD SEMESTER – NOVEMBER 2018

17UEL3GE02/16UEL3GE02 – ENGLISH FOR TECHNICAL WRITING

Date: 27-10-2018

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

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

1. Trace the history and origin of Technical Writing.
2. What are the various steps in deriving Research objectives?
3. What is a feasibility report?
4. What are the various pre writing techniques? Explain any two with illustrations.
5. What is a fog index? Explain how to calculate it with an example.
6. How important is conciseness in Technical Writing?
7. Write short notes on the various technical documents.
8. What are the criteria for an effective online help?
9. Write the technical description or specifications for an electronic gadget or any equipment or machinery.
10. Compose a memo asking employees of a firm to update their project details in the company's database for quality assessment purpose.

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

11. What is a progress report? What are the functions and the organization pattern of a progress report?
12. Explain the important components of Scientific Writing?
13. Explain the importance of Summary Writing and guidelines to write a good summary.
14. Describe the document design techniques for a hard copy technical document.
15. Design a homepage and write the content for a Library website.
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.
