LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

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

THIRD SEMESTER – **NOVEMBER 2019**

17/18UEL3GE02 – ENGLISH FOR TECHNICAL WRITING

Date: 08-11-2019   Dept. No.   Max. : 100 Marks

Time: 01:00-04:00

PART - A

I. Answer any FIVE of the following questions in about 150 words each: **(5 X 8 = 40 marks)**

1. What are the various pre writing techniques? Explain any three with illustrations.
2. What is a fog index? Explain how to calculate it with an example.
3. Write short notes on the various technical documents.
4. What are the criteria for an effective online help?
5. Write the description or specifications for a bike or a car or any equipment or machinery.
6. What is a memo? Compose a memo asking the Staff of a company to give details about their savings and investments for the purpose of tax assessment.
7. How important is accuracy in Technical Writing?
8. Trace the history of Technical Writing. What are the differences between Technical Writing and General Writing?
9. 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 on quality control and assessment.

PART - B

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

10. Explain the format of a scientific report.
11. Explain the importance of Summary Writing and guidelines to write a good summary.
12. Design the homepage for a multispecialty hospital website and write its content.
13. Describe the document design techniques for a hard copy technical document.
14. Write a project proposal for conducting Spoken English classes and computer literacy programmes for rural students in the age group of 15-18. Prepare a work plan and a budget seeking grants for the project.
15. Explain the structure of a Report and the types of reports.

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