



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

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

FOURTH SEMESTER – **APRIL 2024**

UEL 4204 – ENGLISH FOR TECHNICAL WRITING

Date: 10-04-2024

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

SECTION A - K1 (CO1)

Answer ALL the Questions

(10 x 1 = 10)

1. Match the following

- a) Progress Report - a marketing tool used to advertise
- b) Product Description - to persuade the decision-makers
- c) Trip Report - describes the completion of a task over a period of time
- d) Feasibility Report - information about features and specification
- e) Brochure - justifies the expenditure of a business visit

2. Fill in the blanks

- a) _____ is also called mind mapping.
- b) _____ is one of the best known and measures the level of reading difficulty of any document.
- c) _____ allows better organisation of a text.
- d) Type or font is also called _____.
- e) A _____ report is a way to evaluate the practicality and desirability of a project.

SECTION A - K2 (CO1)

Answer ALL the Questions
10)

(10 x 1 =

3. True or False

- a) The earliest examples of technical writing belong to Geoffrey Chaucer.
- b) Science writing and scientific writing are the same.
- c) The technical information researched and gathered has to be shaped for reader interest, understanding, and perception.
- d) Document design is not an important aspect of technical writing.
- e) A resume is the most important document submitted during a job search.

4. Define the following

- a) Define Technical Writing.
- b) What is an Online Help?
- c) Define summary.
- d) Define Process Paper.
- e) Explain Brainstorming.

SECTION B - K3 (CO2)

Answer any TWO of the following in 100 words each.

(2 x 10 = 20)

- 5. Articulate the ethics in technical writing.
- 6. Explain progress report.
- 7. Analyse the skills needed for a technical writer.
- 8. Explain the guidelines to check for accuracy in a technical document.

SECTION C – K4 (CO3)

Answer any TWO of the following in 100 words each.

(2 x 10 = 20)

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| 9. | Elaborate on the elements to be included for a successful proposal. |
| 10. | List the steps to draft effective summaries. |
| 11. | Explain the elements of a web page. |
| 12. | Distinguish technical writing from general writing. |

SECTION D – K5 (CO4)

Answer any ONE of the following in 250 words

(1 x 20 = 20)

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| 13. | Bring out the significance of document design techniques to enhance the visual appeal of a technical document. |
| 14. | Evaluate the structure employed in drafting a scientific paper. |

SECTION E – K6 (CO5)

Answer any ONE of the following in 250 words

(1 x 20 = 20)

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|-----|--|
| 15. | Prepare a visually appealing tri-fold brochure for an Educational Institution.
(Visually challenged students shall describe the layout and write the content for the brochure on the same topic). |
| 16. | Draft a user manual for a smart watch elaborating on the key features of the smart watch. |

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