



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTH SEMESTER – APRIL 2024

UEL 4204 – ENGLISH FOR TECHNICAL WRITING

Date: 17-04-2024

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

PART - A

I. Answer ALL the questions in about 50 words each.

(10 x 2 = 20 marks)

1. Name the skills required for a Technical Writer?
2. Define an Abstract in Report Writing.
3. Write any two differences between Technical Writing and General Writing?
4. Write short notes on the various technical documents.
5. Explain Fog Index.
6. Expand SEO and explain its purpose.
7. What is a white space in a technical document?
8. Mention the three type of expenses to be included in a budget submitted along with the project proposal.
9. Define a brochure.
10. Differentiate between a serif and sans serif font.

PART - B

II. Answer any FOUR of the following questions in about 200 words each.

(4 x 10 = 40 marks)

11. Trace the history and origin of Technical Writing.
12. What are the various Pre-writing techniques? Explain in detail any 3 techniques.
13. Compose a memorandum asking employees to minimize the usage of water and electricity in your company?
14. Explain the format of a scientific report.
15. Explain the importance of Summary Writing and guidelines to write a good summary.
16. Explain in detail the guidelines to Blog Writing.
17. Comment on the importance of ethics in technical writing.
18. Using the product description guidelines, write the product description or specifications for a television or any electronic device that you use at home.

PART - C

III. Answer any TWO of the following questions in about 300 words each.

(2x 20 = 40 marks)

19. Design a webpage and write the content for an Educational Institution.
20. 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.
21. Imagine you have been sent by your company for a software development training Programme in New Delhi. Prepare a trip report mentioning the purpose, the learning outcomes, the contacts made and the expenses incurred.
22. Prepare a bi- fold brochure for a newly opened South Indian Restaurant.

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