

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



U.G.DEGREE EXAMINATION –GENERAL ENGLISH

THIRD SEMESTER – APRIL 2018

16UEL3GE02 / EL 4054 – ENGLISH FOR TECHNICAL WRITING

Date: 18-04-2018

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

I. Answer any 8 of the following questions in about 150 words each.

(8 x 5 = 40 marks)

1. What are the skills required for a Technical Writer?
2. What is a fog index? Explain how to calculate it with an example.
3. How important is accuracy in Technical Writing?
4. What are research objectives? Give examples for converting a research problem into broad and specific research objectives.
5. What are the criteria for an effective online help?
6. Trace the history and origin of Technical Writing.
7. What are the differences between Technical Writing and General Writing?
8. Write short notes on the various technical documents.
9. Compose a memorandum asking employees to minimise the usage of water and electricity in your company?
10. Write the technical description or specifications for a smart phone or any other gadget that you possess.

II. Answer any 4 of the following questions in about 300 words each.

(4 x 15 = 60 marks)

11. What are the various Pre writing techniques? Explain in detail any 3 techniques.
12. Explain the format of a scientific report.
13. Explain the importance of Summary Writing and guidelines to write a good summary.
14. Design a webpage and write the content for an Educational Institution.
15. 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.
16. Write a project proposal for planting saplings and restoring the greenery of the city. Prepare a budget seeking grants for the project.
