

(Following Paper ID and Roll No. to be filled in your
Answer Books)

Paper ID : 214206

Roll No.

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M.C.A.

Theory Examination (Semester-II) 2015-16

TECHNICAL WRITING

Time : 3 Hours

Max. Marks : 100

Note : Attempt all the section.

Section-A

1. Attempt all the parts (short answer) (10×2=20)

- (a) Discuss Jargons
- (b) Discuss Techniques of writing
- (c) Discuss horizontal communication.
- (d) What is scientific article writing?
- (e) What are the note writing techniques.
- (f) Write two types of proposals.
- (g) What are research journals?

- (h) Discuss annual reports.
- (i) Describe written technical communication.
- (j) What are conference papers.

Section-B

2. Attempt any five parts : (5×10=50)

- (a) Discuss the importance and need of technical communication.
- (b) Describe nature & process of communication.
- (c) Explain various differences between technical writing & General writing.
- (d) What are the various Barriers of communication? Explain.
- (e) Discuss structure and length of Paragraph.
- (f) "Participation in meetings and seminars is very important for professionals" comment.
- (g) Explain upward & downward communication.
- (h) Explain meaning, significance and style of report writing.

Section-C

Attempt any two Question :

(15×2=30)

3. A technical professional should have a good communication. Comment ?
4. What are the precautionary measures in technical writings? Explain each of them.
5. Describe the various points that must be kept in mind while writing a project report.

