

3 (Sem-5/CBCS) ENG SE

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(Held in 2022)

ENGLISH

Paper : ENG-SE-5014

(**Technical Writing**)

(Skill Enhancement)

Full Marks : 50

Time : 2 hours

*The figures in the margin indicate full marks
for the questions*

1. Answer the following as directed : 1×5=5

(a) Writing is a _____; it can be learnt and it is not _____.

(Fill in the blanks)

(b) Technical writing which is transparent and easily understood is (bad/good) technical writing.

(Choose the correct word given in brackets)

(c) State any one requirement for effective communication.

(2)

(d) Failure to select _____ appropriately is a common weakness in scientific and technical writing.

(Fill in the blank with appropriate word)

(e) What is the first consideration of the 'seven-point' plan in scientific writing?

2. Answer the following questions : 2×3=6

(a) Write two characteristics of poor or bad technical writing.

(b) Mention two barriers that affect communication.

(c) What is the importance of identifying the aim in technical writing?

3. Answer the following questions (any three) :

5×3=15

(a) What are the causes of failures of scientific and technical writing?

(b) What are the uses of summary?

(c) What are the essentials of instruction?

- (d) How does description differ from explanation? Explain with examples.
- (e) Write a note on the strategies of writing official and scientific letters.
- (f) What are the uses of passive structures?

4. Answer the following questions (any three) :

8×3=24

- (a) What are the characteristics of good technical writing? Give examples to illustrate your answer.
- (b) Write a note on the 'seven-point' plan and various phases in scientific writing.
- (c) Discuss the factors influencing readability in a piece of scientific writing.
- (d) Write the instructions for 'driving a car'.
- (e) Write a note on the components of writing style.
- (f) Write briefly on technical writing in terms of its purpose, audience and target readers.

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