

**BSc (Hons) Semester-4 Examination
(F & N)**

FC 221 English (Technical Writing)

April-2023

Time : 2-30 Hours]

[Max. Marks : 70

Instructions: Illustrate your answers with neat diagrams wherever necessary.

Q. 1 Write the following

- (i) Explain in detail the difference between Technical and General Writing. (7 Marks)
- (ii) Explain the importance of Technical article. (7 Marks)

OR

- (i) Give some prominent examples of Technical Writing. (7 Marks)
- (ii) Explain what Proposal Writing consists of? (7 Marks)

Q.2 Write the following

- (i) Explain the importance of Title Page and Text in detail for Manuscripts. (7 Marks)
- (ii) Explain the Abstract from Manuscripts in detail. (7 Marks)

OR

- (i) Explain the Cover Page in detail from Manuscripts (7 Marks)
- (ii) Explain why title page is important in a Manuscript. (7 Marks)

Q. 3 Write the following

- (i) Explain the Structure of Reports in detail. (7 Marks)
- (ii) Where are Reports majorly used? (7 Marks)

OR

- (i) Explain what Investigative Reports consist of. (7 Marks)
- (ii) Explain some examples of Reports. (7 Marks)

Q. 4 Write the following

- (i) Explain the importance of parts of Letter in detail. (7 Marks)
 - (a). Address.
 - (b). Signature
- (ii) Explain the part of letter in detail - address. (7 Marks)

OR

- (i) Explain the difference between Formal and Informal Letters. (7 Marks)
- (ii) Explain the importance of Letters and one part of it. (7 Marks)

Q. 5 Attempt any seven out of twelve(14
Marks)

- (i) Give some examples of Reports.
- (ii) Proposal Writing consists of which four elements.
- (iii) Give some examples of Technical Writing.
- (iv) Explain the aim of distinctive title for Articles.
- (v) How many characters should be there for title page for Manuscripts?
- (vi) Give the definition of Proposal Writing.
- (vii) While writing an Article why should the writer keep readers in mind ?
- (viii) What should be the point size of text in Manuscripts?
- (ix) What is General Writing?
- (x) What should be the qualifications for Proposal Writing?
- (xi) What should be the limit of the abstract for Manuscripts?
- (xii) What is a Report?

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