



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

SECOND SEMESTER – APRIL 2014

EL 2060 - ENGLISH FOR TECHNICAL WRITING

Date : 27/03/2014
Time : 09:00-12:00

Dept. No.

Max. : 100 Marks

I. Write a paragraph on any EIGHT of the following in about 150 words each: (8x5=40)

1. Explain about the internal and the external motivations for the technical writers.
2. Explain the need for technical writing today.
3. Illustrate the importance of 'prewriting'.
4. Discuss the significant characteristics of a good technical writer.
5. Illustrate email communication.
6. Create a mindmap for your options for organising an educational tour.
7. Write about the different types of Report.
8. Explain 'abstract' writing.
9. How to write effective 'summary'?
10. The XYZ Bank has provided loans to different sectors in the financial year, 2013 – 14:
30% of loan to industries, 25% to agriculture, 15% to healthcare, 20% to housing and 10% to education. Prepare a pie chart for the information provided above.

II. Answer any SIX of the following in about 300 words: (6x10=60)

1. Illustrate the importance of document design in technical writing.
2. Draft a cover letter that you would like to use for applying to the job mentioned in the advertisement below:

Technical Writer, Date: Mar 6, 2014, Location , Bangalore, India , Req ID: 15993

The TV4 Service Technical Writer has the unique challenge of centralizing Service management documentation.

Responsibilities: 1) Maintain records and files of work and revisions 2) Edit, standardize, or make changes to material prepared by other writers 3) Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding and 4) Select photographs, drawings, sketches, diagrams, and charts to illustrate material.

3. Explain the three stages of technical writing with examples.
4. Discuss how to write effectively for websites.
5. Discuss the benefits of audio video presentation in oral communication.
6. Rewrite the following passages without technical errors:

One of the recent developments in modern technology, cellular phones, can be a threat to safety. A study for Donald Redmond and Robert Lim of the university of Toronto showed that cellular phones poses a risk to drivers. In fact people who talk by the phone while driving are for times more likely to have an automobile accident than those whom do not use the phone while drive. I like to use my cell phone when I am driving because it is convenient. The researchers studied 699 drivers. Who were in an automobile accident while they were using they're cellular phones. The researchers concluded that the mane reason for the accidents was not that people used one hand for the telephone and one hand for driving. Instead the cause of accidents were usually that the drivers became distracted angry or upset by the phone call. As a result the drivers' lost concentration. Many people find that monthly plans are more economical than pre-paid plans.

7. Prepare an outline of a three-fold flier advertising any product/service/organization.
8. Assume that you are the Regional Manager of a reputed company in Tamilnadu. The employees lack motivation and often they go on strikes. Draft a report explaining the problem and solutions to be observed by the company authority to avoid such inconveniences in future.
