



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**U.G. DEGREE EXAMINATION – GENERAL ENGLISH**

**FOURTH SEMESTER – APRIL 2016**

**EL 4054 - ENGLISH FOR TECHNICAL WRITING**

Date: 16-04-2016  
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

**I Answer any EIGHT of the following in about 150 words each**

**(8 x 5 = 40)**

1. Write short notes on the Origin of Technical Writing.
2. What are the basic principles of good technical writing?
3. What are the differences between technical writing and general writing?
4. Write short notes on the parts of a cover letter?
5. What are the techniques for writing an effective online help?
6. What are the differences between a paper text and a website?
7. Explain the three phases of writing.
8. Write 5 slogans on the theme 'Safe Driving'.
9. Compose an email to a book company ordering books for the College Library.
10. Prepare a notice to be displayed on the notice board regarding the guidelines to be followed by the students for Club Registration.

**II Answer any 6 of the following in about 300 words.**

**(6 x 10 = 60)**

11. Explain the various pre writing techniques with examples and illustrations.
12. Explain in detail the structure of a Report.
13. Explain the Overall Organization and the Internal Organization of Summaries.
14. What are the techniques for writing an effective email? Explain the format of an email.
15. Imagine yourself to be a Sales Manager in an Automobile Company. You have been deputed by your company to attend a Car Expo in Mumbai. Prepare a detailed Trip Report on your participation in the Car Expo.
16. Draw a pie chart using the following data and provide a critical interpretation.  
The percentage of Dams built for different purposes are as follows:  
Public Water Supply-25%, Hydro Electricity-20%, Flood Control-14%, Irrigation-36%, Others- 5%
17. Create the Home Page for an Online Shopping Website or an Educational Institution and explain the uniqueness of the website that you have created.
18. Read the advertisement given below and prepare a Resume or a Curriculum Vitae based on the Job specifications

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