

101/KK

003-007106

M.C.A. (CBCS) Sem.-I Examination

January-2014

SCA-1006 : Technical Writing

Faculty Code : 003

Subject Code : 007106

Time : 2½ Hours]

[Total Marks : 70

Instruction : Write answers of **all** the questions in main answer sheet.

1. Answer the following multiple choice questions. 15

(1) Which year internet received an official definition ?

- | | |
|----------|----------|
| (a) 1995 | (b) 1996 |
| (c) 1980 | (d) 1976 |

(2) Which of the following types of technical communication can generate income ?

- | | |
|------------------|---------------------|
| (a) Summaries | (b) Instructions |
| (c) Sales letter | (d) Directive memos |

(3) Which of the following sentences describes an “index” ?

- (a) Product names and technical terminology that are including document
- (b) A method of accessing the information that is included in the document
- (c) An ordered list of words and phrases
- (d) All of the above

(4) Which is not include optional letter components ?

- | | |
|---------------------|---------------------------------|
| (a) Subject Line | (b) New Page notation |
| (c) Cost of service | (d) Complimentary copy notation |

- (5) What is abstract ?
- (a) Conclusion of the report contents
 - (b) Summaries of the content of a report or a document
 - (c) Comments on the report content
 - (d) None of this
- (6) Which of the following types of technical communication can generate income ?
- (a) Summaries
 - (b) Directive memos
 - (c) Instructions
 - (d) Sales letter
- (7) Which of the following resume is a suggested resume ?
- (a) Extended ASCII resume
 - (b) ISCII Resume
 - (c) UNICODE Resume
 - (d) ASCII resume
- (8) In team projects the leader should
- (a) create schedules
 - (b) assign duties
 - (c) encourage group participation
 - (d) all of the above
- (9) Which of the following is NOT a possible drawback to using color ?
- (a) Color Combination might be destructing for readers
 - (b) Colors may go out of style over time
 - (c) Color focus readers to focus graphics
 - (d) Color increases product cost
- (10) LOL stands for _____
- (a) Load Out Line
 - (b) Link of Line
 - (c) Limit of Line
 - (d) Laughing Out Load
- (11) To construct all effective correspondence, approach writing as a step by step sequential process in which, which of the following step is not included ?
- (a) Rewriting
 - (b) Prewriting
 - (c) New-writing
 - (d) writing

(12) Email writers use which of the following to express a confused face ?

- (a) :-(
(c) %o-)

(13) What do the diamonds in a flowchart represent ?

- (a) Modification (b) Steps
(c) Decision (d) Stops

(14) What is the full form of WRT ?

- (a) With Right Thinking (b) With Respect To
(c) With Regards To (d) With Really Thanking

(15) How would you describe a process ?

- (a) A prescription of the steps that user takes to perform a task
- (b) A description of the overall performance of a system
- (c) A description of a system or how a system operate
- (d) A series of steps taken to perform an action in a task

2. Answer any **five** of the following :

15

- (1) What are things you can do to interview effectively ?
- (2) How can you achieve clarity ?
- (3) Write a note on Chunking.
- (4) Discuss the different types of graph.
- (5) Explain : Writing, Prewriting and Rewriting.
- (6) Explain ASCII resume.

3. Attempt any **three** of the following :

15

- (1) What is Memo ? Discuss how it is useful for a company.
- (2) Define techniques for writing effective E-MAIL.
- (3) Write a short note on letters, also give brief about different type of letters.
- (4) Explain Visual aids and it's advantage or disadvantage.

4. Attempt any **two** of the following :

15

- (1) List and explain types of oral presentations with criteria for effectiveness.
- (2) Write note on types of resume. What are the benefits of online resume ?
- (3) What are internet, intranet and Extranet ? Explain in brief.

5. Attempt any **one** of the following :

10

- (1) Define Technical writing. Describe goal and types of technical writing.
 - (2) What are the criteria for an effective Resume ? Design a sample for the Post of Software Engineer.
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003-007106

M. C. A. (Sem. I) (CBCS) Examination

January - 2012

SCA - 1006 : Technical Writing

Faculty Code : 003

Subject Code : 007106

Time : 3 Hours]

[Total Marks : 70

Q.1

Answer the following multiple choice questions.

[15]

- (1) To construct an effective correspondence, approach writing as a step-by-step sequential process in which, which of the following step is not included?
 - (a) Re-writing
 - (b) Pre-writing
 - (c) New-writing
 - (d) Re-writing
- (2) Which of the following is not considered as a type of report?
 - (a) Progress Report
 - (b) General Report
 - (c) Lab Report
 - (d) Incident Report
- (3) Which of the following allows several companies to share information but also to keep this information within the confines of their collaborative unit?
 - (a) Internet
 - (b) Intranet
 - (c) Externalnet
 - (d) Extranet
- (4) In which type of a speech you are asked a question and you will have to organize your thoughts and answer the question quickly?
 - (a) IMPROMPTU SPEECH
 - (b) MEMORIZED SPEECH
 - (c) MANUSCRIPT SPEECH
 - (d) EXTEMPORANEOUS SPEECH
- (5) What is the full form of cyber-speak abbreviation WRT?
 - (a) With Right Thinking
 - (b) With Regards To
 - (c) With Respect To
 - (d) With Really Thanking
- (6) Which of the following is not necessary in effective oral presentation?
 - (a) Introduction
 - (b) Discussion
 - (c) Abbreviation
 - (d) Conclusion
- (7) In which of the following Visual Aids, speaker should not be prepared with a backup plans?
 - (a) Films
 - (b) Computerized presentation
 - (c) Power Point presentation
 - (d) All of the above

- (8) Which of the following speech is the most successful type of oral speech?
- IMPROMPTU SPEECH
 - MEMORIZED SPEECH
 - MANUSCRIPT SPEECH
 - EXTEMPORANEOUS SPEECH
- (9) Most hard copy text 8 ½ " X 11" with a 1" margin top and sides. This size of paper is generally known as _____.
- Letter
 - A4
 - Legal
 - A3
- (10) Email writers use which of the following to express a confused face?
- :-(
 - :-D
 - %-)
 - :-X
- (11) Which of the following will destroy your credibility in technical writing?
- Poor Grammar
 - Typographical errors
 - Poor Format
 - All of the above
- (12) When the reader read the memo, the beginning of a memo is the _____ line.
- Date
 - To
 - Subject
 - From
- (13) Which of the following is not a kind of a letter?
- Inquiry
 - Bad or Good NEWS
 - Correspondence
 - Complaint
- (14) When designing a resume which of the following type of details must be presented in reverse chronological order?
- Education
 - Personal data
 - Employment
 - Career objectives
- 1 and 2
 - 1 and 3
 - 3 and 4
 - 2 and 4
- (15) Which of the following resumes is a suggested resume?
- Extended ASCII Resume
 - ASCII Resume
 - UNICODE Resume
 - ISCI Resume

- Q.2** **Attempt any five of the following.** [15]
- (1) Discuss the criteria for writing successful memos with an example memo template.
 - (2) What is cover letters? Explain with suitable example.
 - (3) Write a short note on CHUNKING.
 - (4) Explain writing a Research proposal.
 - (5) List and explain in only one sentence the different kinds of reports.
 - (6) Discuss the use of power point presentation with advantages and disadvantages.
- Q.3** **Attempt any three of the following.** [15]
- (1) Explain online resumes.
 - (2) Discuss the job search techniques in brief.
 - (3) Which are the online technical writing applications? Discuss the benefits and problems by using Email.
 - (4) Explain : Feasibility Reports.
- Q.4** **Attempt any two of the following.** [15]
- (1) List and explain types of oral presentations with criteria for effectiveness.
 - (2) Discuss the essential letter components and give the list of types of letters. Explain any two of them.
 - (3) Explain the step-by-step sequential process to construct effective correspondence. Explain inverted journalist's pyramid.
- Q.5** **Attempt any one of the following** [10]
- (1) What are the criteria for an effective resume? Design a sample resume for the post of Software engineer.
 - (2) Write an adjustment letter. Envision that a client has written a complaint letter about a problem he or she has encountered with your software product. Write a letter in response to their complaint. This could either a 100 percent yes letter, a 100 percent no letter or a partial adjustment letter.
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