2023

ENGLISH

(Skill Enhancement Course)

Jawaharlal Nehru College Library
Estd - 1964
Boko, Kamrup

Paper : Eng–SE–5014

(Technical Writing)

Full Marks : 50

Time : 2 hours

The figures in the margin indicate full marks for the questions

1. Answer the following as directed : 1×4=4

(a) Clarity is an important quality of effective communication.

(Write True or False)

(b) Mention one drawback of verbal communication.

(c) Mention one form of formal letter.

(d) The three stages of effective writings are planning, drafting and _____.

(Fill in the blank)

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

(a) Mention two advantages of written communication.

(b) Mention two steps to enhance readability in technical writings.

(c) Mention two essential components of effective communication.

3. Answer any *two* of the following questions : 5×2=10

(a) Discuss the characteristics of an effective e-mail message.

(b) Discuss the importance of preparing and revising a draft for making writing effective.

(c) Write a note on the need of clarity and conciseness for effective writing.

(d) Mention the key features of good instruction writing.

4. Answer any *three* of the following questions : 10×3=30

(a) Write a letter to the editor of a newspaper about the growing menace of drug abuse in your locality.

(b) Draft a notice inviting participation of the students of your college in an extempore speech competition organized by the students' union of your college.

(c) Write a note on some of the important components of good technical writing.

(d) What are the necessary points to be maintained in time of preparing a summary?

(e) You are Mr. *X*. Write an application applying for the post of a sales manager in a company citing your qualifications and other important details.

(f) Discuss the main qualities of a good official letter.

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