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

## January – 2016

## 1006 : Technical Writing

**Faculty Code : 003**

**Subject Code : 007106**

Time : $2\frac{1}{2}$ Hours]                                    [Total Marks : **70**

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

I    Answer the following multiple choice questions.                    15

(1)    Which of the following will destroy your credulity in technical writing'?

    (a)    Poor Grammar

    (b)    Typographical errors

    (c)    Poor Format

    (d)    All of the above

(2)    When the reader read the memo, the beginning of a memo is the line.

    (a)    Date                    (b)    To

    (c)    Subject                (d)    From

(3)    When writing an email it is generally a good idea for your paragraphs to be _____.

    (a)    Long

    (b)    Short

    (c)    ln a huge font making them easier to read

    (d)    None of the above

(4)    Full block format all content are align by _____.

    (a)    Centre                (b)    All

    (c)    Right                  (d)    Left

(5) _____ Basic communicative skills.
  (a) 2                    (b) 3
  (c) 4                    (d) not defined

(6) _____ is barriers of communication.
  (a) Work                (b) Noise
  (c) Paper               (d) Not any one

(7) Which of the following is the example of TW?
  (a) Novels              (b) Poetry
  (c) Journal             (d) None of those

(8) Full Form of WWW.
  (a) World Wide wan
  (b) Word Wide Web
  (c) World Wide Web
  (d) None of these

(9) In Microsoft Excel, you select the row headings 10,11 and 12 then choose the menu option Insert --> Row. What will happen?
  (a) Three rows will be inserted after a row 12
  (b) Three rows will be inserted after row 9
  (c) One new row will be inserted after a row 12
  (d) One new row will be inserted after row 9

(10) The easiest way to improve your documents design is to break text into smaller _____ of information.
  (a) Heading             (b) Chunk
  (c) Whitespace          (d) Size

(11) FNC stands for _____.
  (a) Fixed Network Connection
  (b) Federal Networking Council
  (c) Fixed Network Council
  (d) None of these

(12) When we speak _____ our voices create high and low sounds.

(a) Enunciation      (b) Pitch

(c) Pauses      (d) All of the above

(13) _____ are useful for presenting abstract information in technical filed such as electronics and engineering.

(a) Bar charts      (b) Schematics

(c) Pie charts      (d) Icons

(14) A Cover letter is normally written by the:

(a) Report writer      (b) Top management

(c) Reader      (d) CEO

(15) Which of the following site used .edu Extension?

(a) Commercial      (b) Education

(c) Public      (d) Private

2    Answer any five of the following:      15

(1) Explain Internet advantage and disadvantage.

(2) How can you achieve clarity in Oral Presentation?

(3) Explain progress report.

(4) List all chart and explain pie chart.

(5) How to create animation in e-document?

(6) What is cover letter?

3    Attempt any three of the following :      15

(1) Explain writing, prewriting and rewriting.

(2) Write college admission memo.

(3) What is research paper and proposal?

(4) How to achieve clarity in writing?

4    Attempt any two of the following:                                     15
       (1)   Which place use extranet and intranet?
       (2)   Create your resume with all function.
       (3)   Explain document design strategies.


5    Attempt any one of the following :                                    10
       (1)   List types of letter. Explain any one.
       (2)   List and explain types of oral presentations.

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