

MLISC 1st Semester Examination, 2019

TECHNICAL WRITING

PAPER —MLI-110

Full Marks : 40

Time : 2 hours

Answer all questions

The figures in the right-hand margin indicate marks

Candidates are required to give their answers in their own words as far as practicable

GROUP — A

1. Answer any four questions :

2 × 4

(a) What is an 'Indicative Abstract' ?

(b) Define Fog Index.

(c) State the characteristics of technical writing.

(Turn Over)

- (d) What are the advantages of dictionary as a tool for technical writing ?
- (e) What is 'mosaic plagiarism' ?
- (f) What is APA style of reference ?
- (g) Define with examples 'Exocentric compound keywords'.
- (h) What is in-house bulletin ?

GROUP – B

2. Answer any *four* questions : 4 × 4
- (a) Distinguish between creative writing and technical writing. Enumerate different types of corporate writing.
 - (b) Briefly describe different types of office communication.
 - (c) Briefly describe different components of a technical report.
 - (d) Distinguish between Abstracts and Excerpts.
What is Flash Reading Basic Format ?

- (e) What are the functions of technical digest and state-of-the art-report ?
- (f) Describe briefly two strategies to avoid plagiarism.
- (g) State different criteria of a standard scholarly journal.
- (h) Briefly explain the concept of 'Information Consolidation and Repackaging'.

GROUP – C

3. Answer any *two* questions : 8 × 2
- (a) Define "predatory publications". Explain how plagiarism incheases the tendency of predatory publications. Briefly discuss the role of citation databases in controlling the tendency for predatory publications. 2 + 3 + 3
 - (b) Describe different types of non-textual presentation of data. What is Trend Report ? 6 + 2
 - (c) Define 'Information Architecture'. Describe *different models* of 'Information Architecture'. 2 + 6

(d) Calculate Fog Index for the following text : 8

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