MASTER OF LIBRARY AND INFORMATION SCIENCE (Revised)

Term-End Examination

December, 2007

MLIE-104 : TECHNICAL WRITING

Important Instruction : This question paper should be attempted only by those candidates who have registered for MLIS from July, 2005 and onwards.

Time : 3 hours   Maximum Marks : 100

Note :   Attempt *all* questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 How is proposal writing different from other technical writing ? Write a proposal for computerization of a library.

OR

1.2 Discuss in detail the reader-writer relationship in different types of writing situations.

2.1 Explain the concept of 'Functional English Style' alongwith its different style levels.

OR

2.2 How can the effectiveness of a technical communication be judged ? Describe the different stages involved in the physical production of a manuscript into print form.

3.1 Discuss the characteristics and components of a technical report.

OR

3.2 Describe the qualities and functions of an editor.

4.1 What are the editorial tools ? Explain the use of dictionaries in editing of manuscripts.

OR

4.2 Edit the text given below to correct errors, improve readability and comprehension.

An new dimension to information access was introduced

with the opening up of the Internet to the entire world

in the 1980S and the development of World wide Web

(WWW). access to information in any physical form —

such as text, images, graphics, sound, videos; etc. be came

possible. The Web itself has been growing and provides

access to several million pages with web servers,

connecting an ever-increasing users. Not only is the Web

provides information to users all over the world, it has

fasilitated communication between

one-to-one and one-to-many through the application of

electronic mail, discussion Fora and such other

facilities. Electronic Comerce (e-commerce), one of the

out come of the electronic *communication*, it is

said, is "profoundly changing economics, markets, and

industry structures and their flow, consumer, segmentation

and behaviour jobs, and labour markets." **Peter** Drucker

(the wellknown authority in Management) observes that

E-Commerce has eliminited distances, as the Rail road

mastered distances. All these advances in computer and

communications while providing unlimited scope to access

information= has also introduced the problem of overlload

of information. Particularly in business and industry, this

has led them to seek aevnues to overcome this overload

of information. The consequences of this need has led them to seek 'knowLedge' — rather than information and technology-based solutions. The highlights of this approach were (i) the need for business to be constantly alert to changes in the business environment, (ii) the need to be constantly competitive, (iiil) to make out sense out of the overload of information. To stay in business and to compete in a globalized economy and flourish, the key resource is 'knowledge' that is continuously created, accessed, assesed, communicated, sustained, in other words, managed.)

5.0 Write short notes an any **three** of the following (in about 300 words each) :

(a)   Classification of Technical Communication

(b)   Readability and Comprehension

(c)   Social and Ethical aspects of Technical Communication

(d)   Standard Dialect

(e)   Copyright issues involved in Technical Writing