# MASTER OF LIBRARY AND INFORMATION SCIENCE (Revised)

## Term-End Examination

## June, 2006

## MLIE-104 : TECHNICAL WRITING

*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** Explain why reader analysis is an important aspect in technical communication. Discuss some of the writing situations with reference to different target groups.

**OR**

**1.2** Bring out the significance of language in human communication and describe the differences between various dialects in Indian languages.

**2.1** What is Readability ? Explain any two methods of measuring readability levels.

**OR**

**2.2** What are the functions of an editor ? Discuss the skills which an editor should have to carry out these functions.

**3.1** Explain with the help of examples the different steps involved in the technical writing process.

**OR**

**3.2** What do you understand by the term 'Technical Report' ? Discuss its types and functions.

**4.1** What are the different editorial tools required by editors ? Briefly discuss the purpose for which these are needed.

**OR**

**4.2** Edit the text given below :

In the beginning, most software was free by default — free not only in the sense of "zero cost, but also in the sense of" freedom. The early computer Industry was organized mainly around selling hard ware, with each company offering its own unikue design, in compatible with everyone elses. The customers, mostly engineers and Scientists, were encouraged to improve the manufacturer-supplied soft ware, and even to share their improvements with each other. Because hardware was not yet *standardized*, and since software portability tools such as compilers and interpreters were not yet common place, there was little risk of such improvements being useful on a competitor's machine anyway.

But as the industry developed, it slowly standardized on a few basic hardware designs= with multiple manufacturers for each design. At the same time, advances in compiler and interpreter technology made software portable in source code form. (*Source code* is the set of human-readable instructions that define how a program behaves; to study or modify a program, you need its source code.) )With these developments, it became normal to write a single program and expact it to run on different kinds of Machines. This had deep implications for the manufacturers: it meant that a customer could now undertake a major software engineering effort without being locked to a particular brond of computer. Furthermore, as computer architectures became standardized, raw performance differences between them got smaller and smaller... Manufacturers realized they would need to distinguish them selves on something other than just the quality of their hardware, and treating software as a sales asset began to make more and more sense.

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

(a)    Creative writing

(b)    Word structure

(c)    Characteristics of technical communication

(d)    Style manuals

(e)    Inhouse Bulletin