Roll No:-_____

(Sem- IV) Diploma Exam 2025 (Even)

[Time: 3 Hours] **(Food Processing and Preservation) (Theory)** **[Full. Marks: 70]**

Technical writing (2049405)

- All questions are compulsory. (सभी प्रश्न अनिवार्य है|)

- Marks are mentioned on the right side of each question. (अंक सभी प्रश्न के दाई ओर अंकित किये है|)

Group (A) (ग्रुप -ए)

Q.1 Answer all questions as directed. **(2x10=20)**	**Marks**	**CO**	**BL**
a) Fill in the blank with the suitable option: ……...is essential for organizing written technical content effectively. (Humor/Clear structure/Rhetorical questions/Personal opinion)	2	1	1
b) Fill in the blank with the suitable option: "Paging" in documentation usually refer to…… (Removing pages/Publishing online/Numbering pages/Editing tables)	2	2	2
c) Fill in the blank with the suitable option: ……...are the three basic components of a technical explanation. **(**Define, describe, explain/Compare, argue, resolve/Question, answer, debate/Identify, interpret, narrate)	2	3	2
d) Fill in the blank with the suitable option: Process explanation usually ……in a technical document. (Present survey results/Describes how software works/Summarize meetings/Share client feedback)	2	3	3
e) Fill in the blank with the suitable option: ……. improves readability in charts and diagrams. (Black-and-white colors/Font styles/Visual clarity/Dense data)	2	4	2
f) Select the tool which is used to plan software project timelines. (Flowchart/Gantt Chart/Fishbone diagram/Blueprint)	2	5	2
g) Select the key research skill in technical writing. (Interviewing customers/Sketching diagrams/Skills in research and documentation/Compiling lists)	2	6	2
h) Fill in the blank with the suitable option: ……. is the first stage in the technical writing process. (Editing/Designing/Prewriting/Proofreading)	2	1	2
i) Fill in the blank with the suitable option: …… helps technical writers align documentation with business goals. (Blog post draft/Product feature document/Test plan/User manual	2	5	1
j) Select the purpose of the following statement: It is important to cite sources in technical documents. (To make it longer/To give credit and validate information/To reduce reader attention/To avoid writing original content)	2	6	3

Group (B)

Answer all five questions. **4x5=20**

Q.2	Describe the role of soft skills in technical writing.	4	1	2
	OR			
	Discuss how communication skills impact workplace writing.	4	1	2
Q.3	Discuss the purpose of business writing in technical contexts.	4	2	2
	OR			
	Discuss the features of technical emails.	4	2	2
Q.4	Explain the importance of process explanation in user manuals.	4	3	2
	OR			
	Write a brief note on the importance of process guide.	4	3	2
Q.5	Write the importance of audience analysis in technical writing.	4	4	3
	OR			
	Write a sample audience analysis for a mobile banking guide.	4	4	3
Q.6	Outline how to interpret technology-related material effectively.	4	5	2
	OR			
	Summarize the main points of a tech news article.	4	5	2

Group (C)

Answer all five questions. **6x5=30**

Q.7	Discuss the significance of research in technical writing with examples.	6	6	2
	OR			
	Explain how online research supports the creation of accurate documentation also use relevant examples to prove your points.	6	6	2
Q.8	Justify the use of jargons in technical documentation with examples.	6	4	2
	OR			
	Explain how excessive jargon reduce document readability with examples.	6	4	2
Q.9	Write a short technical email informing a team about a new version release of a hotel directory.	6	2	3
	OR			
	Draft a formal technical report introduction for a project on a title of your choice.	6	2	3
Q.10	Prepare a business memo to inform team members about a new software deployment schedule.	6	2	3
	OR			
	Write a formal email to request feedback on the first draft of a technical report.	6	2	3
Q.11	Analyze the effectiveness of using online databases and official documentation for technical writing research. Support your answer with examples.	6	5	2
	OR			
	Assess the challenges a technical writer might face when using unverified online sources, and suggest ways to overcome them.	6	5	2

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