

Presidency University, Bengaluru
School of Engineering

II Semester 2015-2016

**Comprehensive
Examination**

Course: TRW ENG A 102 Technical Report
Writing
(Closed Book)

Max Marks: 80 Max Time: 3 Hrs.

Weightage: 40 %

26 April 2016

Set A

Part-A- 10 Qs. X 02 M=20 Marks

1. Explain the word conciseness with reference to Précis writing.
2. The process of revision of the report is largely of a mechanical nature, but it provides you the only chance.....
3. Define the importance of 'Maps' in preparation of a report.
4. What is a semi-log Graph?
5. Replace the word italicized in order to make the statement more specific and concrete:
(a) The two parts of the rod were *joined*.
(b) The machine *handles* 90 kilograms of wheat per hour.
6. Do not feel discouraged, if the first draft of a report turns out to be crude and inadequate. Why?
7. How do you describe a table as illustration?
8. Define Jargon with two examples.
9. How organisation Charts is useful in preparation of a report?
10. Do references cited in the text agree with those in the list of references given at the end of the report?

Part-B- 05 Qs. X 05 M=25 Marks

11. Discuss briefly the main factors (elements of style) you would be bear in mind in order to cultivate an effective style for report writing.
12. How does an outline help a report writer to arrange his/her material suitably?
13. The head of your organization is worried about the amount of time employees are spending during the 'tea-break'. Draft a memo to be signed by him and circulated to all employees, asking them to be at their desk during duty hours.
14. How do you prepare an annual confidential report of an employee? How does it differ from Inspection and Inventory report?
15. Write short notes on
 - i) construction and length of sentences
 - ii) construction and length of paragraph
 - iii) clichés

Part-C - 35 Marks

16. Describe in detail all the elements of a structure of business/official letter. 10
17. As the Senior Sales Executive of HTC, write a sales letter targeting the college students, highlighting the applications of the latest model of the HTC mobile phone as an educational tool. 10
18. A number of boys and girls were asked: If you were given an extra half-holiday, what would you do with it? The figures in the table below show the percentage of boys and girls who would spend their afternoon in the way shown. Write down in the form of a continuous statement an Analytical Report with appropriate conclusions that you draw from these figures. 15

Sl.No.	Response	Boys	Girls
1	Sleep or Rest	20	7
2	Read a Book	18	20
3	Play a Game	15	11
4	Help Mother at Home	0	19
5	Visit Friends	9	8
6	Pursue Hobbies	4	25
7	Don't Know	23	8

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Max Marks: 80 Max Time: 3 Hrs.

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26 May 2016

Set B

Part-A- 10 Qs. X 02 M=20 Marks

1. Which element in a Technical Report contains the supplementary material related to the main body?
2. How photographs are used as illustration?
3. Proper documentation and cross-referencing should be done before preparing any report. Why?
4. Acknowledgement in Report is like showing your gratitude to the helping hands. Why?
5. Fill in the blanks:
Scientific attitude in writing will help you remain ----- in your approach to problems, ----- in analysis of data and truthful in the presentation of facts.
6. How do you think the précis is complete?
7. What is 'Full Block Style' in the context of Letter Writing?
8. What is 'You Attitude'?
9. Write the following sentence precisely:
Ram performed his duties exactly in the manner he had been instructed.
10. Why should one double-space the draft of a report and leave sufficient margin on all the four-sides?

Part-B- 05 Qs. X 05 M=25 Marks

11. Prepare a memo for circulation to all employees of your organization announcing a change in the working hours and explaining the reasons for the change.
12. What is the difference between an abstract and a summary?
13. Rewrite the following passage so as to make them simple, concise and effective. Give a suitable title:
Many of the agents is located far away from the head office. Very often they are in possession of useful information which if communicated to the head office might prove of utmost relevance. But unfortunately in most cases this has not been done with the result that the company suffered losses which could have been easily avoided had the agents acted promptly. It is therefore recommended that regular monthly reports be sent by each agent preferably before the 10th of each month. The introduction of this system will keep the company up-to-date and prepared for any important developments taking place in different part of the country.
14. Prepare a rough Inventory report of your Physics lab based on your observation.

15. Read the following paragraph. Identify the level of difficulty the paragraph has by applying Robert Gunning's Fog Index Method:

Communication is the process of transmitting meaning from one person to another. The main components of the process are sender, message, channel, receiver and response. When the sender is able to elicit the desired response from the receiver a semantic gap between the message sent and the message received. The factors responsible for failure in communication arise from a) the personality traits of both the sender and the receiver, b) the complexity of the interpersonal transaction message, keeping in view the objective and the expectation of the receiver and by transmitting through the appropriate channel.

Communication may be classified according to mode, medium, number of participants, direction and purpose. Business communication is a specialized branch of general purpose communication. It may be defined as the effective use of language to convey a commercial or industrial message to a well-defined audience for achieving a pre-determined purpose.

Since business is becoming international at a rapid pace, it is essential to be aware of culture –specific elements of communication. The expansion over a wide geographical area has also made communication more diverse, intricate, and complex. Hence in handling it great care has to be taken.

Part-C - 35 Marks

16. As Sales Officer of Ramani Private Ltd., 3737-A, Dayapur, Agra 282002, you were asked to study and report on the possibility of expansion of the market for tinned mango juice in Himachal Pradesh. Write from Shimla a letter to your Marketing Manager giving him a favourable report. Use necessary elements of an official letter.
17. Make a Précis of the passage below.

Give a title.

To begin with, I think it is very important that the work we take up should truly interest us. A satisfying career should offer us enough opportunities for work, that has variety and that is innovative. Personally I would like a career that will allow me to continuously learn and improve my skills. Work that is mechanical, with no scope for creativity, may soon become boring and monotonous. Further, challenges and targets and deadlines to be met will spur one on to achieve more. Travelling and meeting people will also add to the joy of an exciting career. More importantly a career can be more rewarding when there is both acknowledgement and appreciation of the work done as well as a steady rise.

18. Prepare a mail questionnaire, consisting of 10 questions, to collect data about the reading habits of the students of Presidency University. Based on the positive response from the students send a report to the Chief Librarian to keep the Central Library open from 8am to 8 pm.

ID No _____	Section _____	Signature of Invigilator _____
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Presidency University, Bengaluru
School of Engineering

II Semester 2015-2016

Quiz 1

Course: **ENG A 102 Technical Report Writing**
(Closed Book)

Max Marks: 10

Max Time: 30 Min

Weightage: 5 %

Date 12 March 2016

Set A

Instructions to Candidates

1. Write legibly with pen only and do not over write. Write ID No, Section No in the designated place
2. Answer the questions in the question paper itself, no extra answer book shall be provided

No.	Questions (1 Mark Each)	Answer
1.	A report is a written communication from someoneto someone..... (Complete the sentence,)	
2.	A report is acommunication for aneed	
3.	A report is usually prepared in a partial and subjective manner. (correct the sentence if necessary.)	
4.	Define the word Jargon: a) it is another name for 'Terms of Reference' b) language full of technical or special words c) using words in a report more widely understood d) price-rise in an underdeveloped economy	
5.	A report-writer, as far as possible, must approach her/his subject with: a) a lawyer's wit b) a professor's gravity c) a scientist's objectivity d) a management professional's leadership quality	
6.	Explain the term 'Mathematical plainness'. a) it means the work of the lazy who seeks refuge in overused and ornamental words b) variety and creativity in all human communications including report writing c) terse; direct and informative language d) none of the above	
7.	In order to be precise, you need to: a) use a general statement in the very beginning of a paragraph b) use short sentences which are readable c) conclude each-and-every paragraph with a phrase d) use a specific word instead of a general term and a concrete instead of an abstract word	
8.	Name the two types of number schemes used in Technical Report Writing.	
9.	Clear instructions that tell you what you are required to do is called -----	
10.	Choose the one which is irrelevant method of collection of data. 1. Personal Observation 2. Questionnaires 3. Library 4. Telephone Interview	

ID No _____	Section _____	Signature of Invigilator _____
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Presidency University, Bengaluru
School of Engineering

II Semester 2015-2016

Quiz 1

Course: **ENG A 102 Technical Report Writing**
(Closed Book)

Max Marks: 10

Max Time: 30 Min

Weightage: 5 %

Date 12 March 2016

Set B

Instructions to Candidates

1. Write legibly with pen only and do not over write. Write ID No, Section No in the designated place
2. Answer the questions in the question paper itself, no extra answer book shall be provided

S. No.	Questions	Answer
1.	A report should not contain a conclusion reached by the writer. (correct if necessary.)	
2.	It is an expression of powerful feelings to meet a specific need. (correct if necessary.)	
3.	Oral reports are accurate and ephemeral, whereas written reports are..... (Correct if necessary and complete the sentence.)	
4.	Explain “no two words in a language convey exactly the same meaning” a) what the dictionary lists are not synonyms, but only near –synonyms. b) what the dictionary lists are just the shadow of a difficult meaning c) what the dictionary lists are old words which should be updated d) what the dictionary lists are given in a chronological manner and so the problem	
5.	Style of a report does not mean displaying your vocabulary but in: a) how successfully you can communicate your meaning to the reader b) how you can impress upon your readers c) showing your knowledge of English grammar d) none of the above	
6.	Which is the most efficient and convenient method for collection of data from a large number of people? a. Personal Interview b. Mail questionnaire	
7.	Questions that suggest or anticipate answers and thus condition or prejudice the respondent’s mind is called -----	
8.	What are three major sources of collecting data?	
9.	Abbreviate OPAC	
10.	Which is the best way to organise material _____?	

ID No	_____	Section _____	Signature of Invigilator
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Presidency University, Bengaluru
School of Engineering

II Semester 2015-2016

Quiz 1

Course: **ENG A 102 Technical Report Writing**
(Closed Book)

Max Marks: 10

Max Time: 30 Min

Weightage: 5 %

21 April
Date ~~12 March~~ 2016

Set C

Instructions to Candidates

1. Write legibly with pen only and do not over write. Write ID No, Section No in the designated place
2. Answer the questions in the question paper itself, no extra answer book shall be provided

S. No.	Questions (1 Mark Each)	Answer
1.	A report writer should be innovative in writing conclusions of a report. (agree/ disagree ? why ?)	
2.	What does "reportare" mean?	
3.	The word report has its origin from(French, Latin, Spanish)	
4.	Report writing develops the power of (choose 4 answers from the list) 1.....2.....3.....4 (Critical thinking, Discrimination, interpretation, organization, imagination, judgement, communication.)	
5.	Define clichés a) a different style of writing Technical Report b) used in place of reflexive pronouns c) it is a type of a bibliography which is not written in alphabetical order d) a phrase which is used in a particular context	
6.	In a report, 'Speak in a language your listeners can understand'. It means: a) in all-situations, you should speak in a sugar-coated language only b) in all-situations, you should speak only in the mother-tongue of your listeners c) in all-situations, you should attempt to make your language reader-oriented d) in all-situations, you should attempt to make your language bias-free	
7.	The main purpose of a report is- a) the presentation of facts b) to investigate a scam c) the representation of people's point of view d) the articulation of truth	
8.	The use of 'I' in a report denotes to- a) the writer of the report is taking full responsibility for the consequences b) the writer is arrogant c) the use of first-person narration, which says that the writer has personally collected the data and written the report d) the concrete use of objective words	
9.	Mention any 4 divisions of Principles of Organizing your material	
10.	Mention any two phenomena that help you to evaluate the worthiness of the data and to avoid false and blind leads.	

Set-I

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

ID No.: Sec..... Date

1. If you give two persons the same data and ask them to write a report, you will find difference in their _____.
2. The reader of a report is interested in _____ and not in you or your language.
3. Your sole concern should be to _____ your concepts into words, sentences and paragraphs.
4. A report writer as far as possible should approach his subject with a scientist's _____ and passion for truth.
5. Style doesn't consist in displaying your -----

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

Set-II

ID No.: Sec..... Date

Write short and simple words for the following:

1. Accordingly -
2. Activate -
3. Aggregate -
4. Demonstrate -
5. Endeavour -

Self - 3

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

Write short and simple words for the following:

1. Envisage -
2. Implement-
3. Ramification-
4. Terminate-
5. Viable

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

Self - 4

1. In order to be precise you have to use a..... word instead of a general word.
Change the words underlined to make them more simple / specific and concrete:
2. He reads a particular newspaper daily.
3. Please expedite the work.
4. He has produced a report on the progress of the engineering block.
5. The company's publication explains how to write formal reports.

Seb-5

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

ID No.: Sec..... Date

1. Sometimes a wrong choice of words may lead to
2. On what basis a sentence is classified?
3. According to structure how many types of sentences are there?
4. Plain words are usually and
5. A Jargon is

Seb-6

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

ID No.: Sec..... Date

1. Some writers use jargon to show their
2. A paragraph is a group of related to one core idea.
3. A paragraph is arranged in a order.
4. The sentences in a paragraph may be linked.
5. Although, after all, but, however etc. are called.....

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

Set-7

ID No.: Sec..... Date

1. The memorandum is generally used for
2. A Memo is written in language.
3. A memo ensuresin an organization.
4. A memo enables officers to maintain.....
5. A memo establishes

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

Set-8

ID No.: Sec..... Date

1. What are the essential items of information given in a memo?
2. Memos are classified on the basis of thethey perform.
3. Name two types of memos.
4. The key purpose of a memorandum is to record and
5. Style consists in how successfully youyour _____ to the reader

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-9

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. Report is the word derived from the Latin word...
2. ----- report is the fact to face communication about something seen or observed.
3. ----- report is accurate and permanent.
4. Formal reports are broadly classified into two categories. What are they?
5. According to C. A. Brown, a report is a communication from someone who has information to someone
 - a. who wants to use the information
 - b. who wants to see the information
 - c. who wants interpret the information

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-10

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. Odd one out
 - a. informational report
 - b. interpretive report
 - c. written report
 - d. routine report
2. If the progress reports are prepared at regular intervals, they are called.....
3. Name any four elements that a laboratory report contains
4. Mention the two types of inspection reports.
5. The report which represents the stock of equipment, furniture, stationary, etc., is called ----

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-11

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. A report that helps the organization to evaluate the efficiency of the employee is called
2. State any two difference between a report and literary work
3. Report is written for
 - a. specific audience
 - b. Vast audience
 - c. higher authorities
4. An interpretive report which consists of recommendations is called -----
5. What are the three types of formal report?

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-12

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. Project writing is an example of ----- report.
2. State true or false.
It is possible to describe a particular quality of a person by a single word.
3. Result of an analysis, investigation of problem and survey of a situation or a piece of research are the common phenomena of two kinds of reports. What are they?
4. Confidential reports on employees, periodic reports of the progress of projects are examples ----- report.
 - a. progress report
 - b. routine report
 - c. annual confidential report
5. Which report is more accurate and permanent?
 - a. oral report
 - b. formal report
 - c. written report

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-13

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. Mention any four kinds of illustrations.
2. Mention any two advantages of illustrations.
3. Give any two practical hints for incorporating the illustrations in the report.
4. What are the two broad categories of illustration?
5. Usually, the number and title of the table is put ----- it.
 - a. above b. below

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-14

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. In a table, what are subheads and what are box-heads?
2. Which illustration is used for displaying original numerical data and derived statistics in a logical, orderly and compact fashion?
3. Write any four kinds of graphs.
4. Mention the three types of charts.
5. Which illustration can be used to show the geographical distribution of data?

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-15

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. There is a kind of illustration for which the reproduction cost is high and so it is used only when the actual appearance of something has to be shown. What is that illustration?
2. A ----- may be used to indicate the exploded, the sectional and the cutaway views of an object.
3. Write two advantageous of presenting data in tables.
4. What is the major difference between the graph and chart?
5. In ----- graphs, the independent variable is plotted horizontally and dependent variable is plotted vertically.

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-16

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. ----- graph has a linear scale on one axis and a logarithmic scale on the other.
2. The data are displayed in terms of percentage in ----- graph, which has a circle of 360 degrees.
3. In which graph, are dots or other marks plotted to display the agreement of two variables one on each axis.
4. Which illustration does show the chain of command in an organization?
5. Which illustration is used to indicate various steps in a process or a sequence of operations?

Set-17

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

ID No.: Sec..... Date

1. An effective report is the result of..... ?
2. A thorough preparation will save your time and makes..... ?
3. Reports are produced in response to....?
4. A false start invariably results on waste of...?
5. Often we required writing reports at very...?

Set-18

Presidency University, Bengaluru
Technical Report Writing – ENG 102
Surprise Quiz
2015-16 Second Semester

ID No.: Sec..... Date

1. Reports are written accounts that objectively communicate....?
2. Information reports offers....?
3. Analytical reports offers....?
4. A report is always written with ...?
5. Terms of reference means...?

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-19

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. Many reports turn out to be ineffective because the writer did not use....?
2. Some reports will be based on your personal...?
3. Telephone interview as well personal interviews are the other methods of....?
4. Interviewing is an art that demands ...?
5. Sometimes this method of collecting data is used to supplement information collected through...?

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Set-20

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. The most efficient and convenient method is to collect data through....?
2. You can send thousands of questionnaires at a comparatively-----cost?
3. Most activities of an organisation are recorded in...?
4. In business organisations, figures for annual statement represent of....?
5. A library is a place where -----is collected and kept for use by its members.

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Selb-21

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. Note making is a process of ----- ?
2. As a university student you will have to rely more on your-----?
3. Notes are an aid to -----?
4. Experience shows that in the process of note-making several-----etc., get fixed in one's mind?
5. The material that you note should be...?

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Selb-22

Surprise Quiz

2015-16 Second Semester

ID No.: Sec..... Date

1. The best way to organise material is to prepare?
2. The outline will provide you with.... ?
3. An outline thus shows which topics are more important, which are of equal status, and-----
-----?
4. An outline is a framework which would help organise and plan the-----?
5. A proper outline can prove useful not only in writing the main body of the report but also--
-----?

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Selb - 23

Surprise Quiz
2015-16 Second Semester

ID No.: Sec..... Date

1. In a professional organisation communication play a vital role in day to day work?
2. Effective communication cannot take place without a common frame of reference?
3. A negative attitude towards the message may create barriers in communication
4. Information can be directly transferred from one computers to another.
5. A message sent through e-mail is usually transmitted by post also.

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Selb - 24

Surprise Quiz
2015-16 Second Semester

ID No.: Sec..... Date

1. Contacts, agreements and financial commitments sent through FAX have no legal sanction.
2. Each business letter has a specific objective.
3. The tone of a business letter is determined solely by its purpose.
4. The use of business jargon is the main characteristic of a business letter.
5. Good business behaviour demands prompt action on acclaim letter.

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Feb-25

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. The first ten elements of a Report are collectively termed as...
2. Write True or False for the following statements:
 - i. There should be acute rigidity in the ordering and presentation of the elements in the structure of a Report.
 - ii. The other name for Memo Report is Letter Report.
3. The Frontispiece generally appears in _____ reports which are meant for wide circulation.
4. A Cover of a Report is generally made of:
 - a) Brown colour
 - b) White or some soft, neutral-coloured card
 - c) Spiral binding with a thick card
 - d) None of the above

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Feb-26

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. What are the two types of forwarding letters?
2. A report may be defined as a _____
3. Tick the odd word out:
 - a) Reports may be classified into the following categories:
 - i. Informational ii. Interpretive iii. Routine iv. Scrutiny
 - b) In writing a Report, we must acknowledge the following persons:
 - i. Faculty-Guide ii. Library staff-members iii. Police iv. People who helped us in writing the said Report
4. Sub-Title should be placed in which part of the Report?

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Feb-27

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. State True or False for the following statements:
 - a. Preface is the other name for Foreword.
 - b. If a Report is published, Copyright notice is given on the inside of the Title Page.
2. A Bibliography is a serially numbered list of.....
3. What is Jargon?
4. There is a need for giving an index only in:
 - a. Bulky reports
 - b. Office reports
 - c. Confidential reports
 - d. Weather reports

Presidency University, Bengaluru
Technical Report Writing – ENG 102

Feb-28

Surprise Quiz

2015-16 Second Semester

ID No.:

Sec.....

Date

1. A separate list of illustrations is given immediately after the:
 - a. Title Page
 - b. Acknowledgements
 - c. Table of Contents
 - d. Index
2. An appendix contains material which is needed to support
3. The entries of bibliography are in
4. What is Letter-Report?
5. State whether it is True or False:
Sometimes you will be required to get your report approved by some advocate

Presidency University, Bengaluru
School of Engineering

II Semester 2015-2016

Test 1

Course: **ENG A 102 Technical Report Writing**
(Closed Book)

Max Marks: 30

Max Time: 50 Min

Weightage: 15 %

8 Feb 2016

Set A

Q 1. Answer the following in short

(5Q x 2M=10M)

- a) How do managers expect reports to contain?
- b) Most of the routine reports are purely informational which contain.....?
- c) What is a periodic report ?
- d) What is an interpretive report?
- e) What is a formal report?

Q 2. Briefly answer the following

(4Q x 3M = 12M)

- A. What are the essential points implied through definitions of Report Writing?
- B. Is writing formal reports, a discipline that has an intrinsic value? Prove with valid points.
- C. Explain briefly two types of Inspection Report.
- D. Define and describe 4 types of routine reports.

Q 3. Assume that you are the Project manager in charge of the construction of the Engineering Block of Presidency University, and write a Progress report showing the progress of work and the expected date of its completion.

(4 M)

Q 4. How do you determine the frequency for ordering and inventory production?

(4 M)

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School of Engineering

II Semester 2015-2016

Test 1

Course: ENG A 102 Technical Report Writing
(Closed Book)

Max Marks: 30 Max Time: 50 Min

Weightage: 15 % 8 Feb 2016

Set B

Q 1. Answer the following in short

(5Q x 2M=10M)

- Why most reports are written?
- Write Short note on Oral Vs. Written Reports
- What is an informational report?
- What is a written report?
- What is a recommendatory report?

Q 2. Briefly answer the following

(4Q x 3M = 12M)

- Briefly explain the importance of report writing.
- Differentiate report writing and literary essay/writing
- "A report is an Engineer's tangible product". Explain.
- "A report helps an executive perform his functions of planning and evaluating men and material resources effectively." Examine the statement.

Q 3. Sketch the format of an Annual Assessment Report

(4 M)

Q 4. Prepare a Laboratory report of the recent volumetric experiment you have done

(4 M)

Presidency University, Bengaluru
School of Engineering

II Semester 2015-2016

Test 1

Course: **ENG A 102** **Technical Report Writing**
(Closed Book)

Max Marks: 30 Max Time: 50 Min Weightage: 15 % 8 Feb 2016

Set C

Q 1. Answer the following in short

(5Q x 2M=10M)

- a) What are the two important factors used to classify reports?
- b) Mention the types of reports
- c) Name any four examples for Progress Report
- d) Write short note on A Report is written for a specific audience
- e) Write short note on Memorandums

Q 2. Briefly answer the following

(4Q x 3M = 12M)

- A. Differentiate between two types of Inspection Reports with adequate examples.
- B. As a student of B. Tech. you will be required to do a number of experiments in the laboratory to test a theory, verify the modifications you have in mind or to examine the validity of your research findings. What type of report you would prepare for the purpose and why?
- C. Periodic report is the other name of Progress report. Why?
- D. How do I prepare the final report if I am applying for a renewal?

Q 3. Progress Report : Define and Explain

(4 M)

Q 4. Write a report:- You are the staff reporter of a national daily; Write a report for your newspaper on health camp that was organized.

(4 M)