



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program : Seventh Semester – 2020

Paper: Technical Writing and Presentation Skills

Course Code: EDE-327

Part – I (Compulsory)

Time: 15Min. Marks: 10

Roll No. in Fig.

Roll No. in Words.

Signature of Supdt.:

Attempt this Paper on this Question Sheet only.

Division of marks is given in front of each question.

This Paper will be collected back after expiry of time limit mentioned above.

Q.1. Encircle the right answer cutting and overwriting is not allowed. (10x1=10)

1. A PowerPoint presentation is used to make a lesson more and engaging.
 - a. complex
 - b. verbose
 - c. interactive
2. Your job application letter, also known as a, is an opportunity to highlight your most relevant qualifications and experiences.
 - a. verbal communication
 - b. cover letter
 - c. technical writing
3. should be a concise version of a detailed proposal.
 - a. Denotation
 - b. Executive Summary
 - c. Literature Review
4. A letter regarding offering a job or promotion is classified as letter.
 - a. informative
 - b. good news
 - c. adjustment
5. Poor listening is the foremost barrier in communication.
 - a. Non-verbal
 - b. vertical
 - c. oral
6. is the largest section of a report in technical writing.
 - a. Introduction
 - b. Discussion
 - c. Conclusion
7. Technical writing demands use of language.
 - a. figurative
 - b. complex
 - c. factual
8. means saying things in the fewest possible words.
 - a. Courtesy
 - b. Consideration
 - c. Conciseness
9. For preparing an effective oral message, one must create aids.
 - a. fiscal
 - b. visual
 - c. entertainment
10. refers to the truthfulness and the variety of a given statement
 - a. Accuracy
 - b. Decoding
 - c. Feedback



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Time: 2 Hrs. 45 Min. Marks: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Q.2. Give short answers of the following: (5x4=20)

- i. Explain the Components of Technical Writing.
- ii. Define Newsletters.
- iii. How does an effective cover letter enhance your chances for an interview?
- iv. Define Content Management.
- v. What is the significance of Punctuation and Mechanics in Technical Writing?

Answers the following questions. (3x10=30)

Q.3. Write a detailed note on the basic Traits of Technical Writing. 10

Q.4. Explain important Rules for preparing an Effective PowerPoint Presentation. 10

Q.5. Write a note on Elements of Technical Reports. 10