



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program : Seventh Semester – Fall 2021

Roll No.

Paper: Technical Writing and Presentation Skills

Course Code: EDE-327

Time: 3 Hrs. Marks: 60

Q.1. Answer the following short questions:

(6x5=30)

- 1: Define Technical Writing. Why should the undergraduates study it?
- 2: Use of appropriate mechanics is essential for effective technical writing. Comment.
- 3: Which constructions are preferred in technical writing? Personal or Impersonal?
4. Suggest ways to conduct REVISION in draft of a technical report.
- 5: In technical writing, we prefer *concrete language*. Comment.
6. What is *difference in technical definitions and technical descriptions*?

Q.2. Answer the following questions.

(3x10=30)

- 1: Write *structure of a progress report* to be submitted to your head.
- 2: Describe *components of the process of technical writing*.
- 3: How would you make *use of voice and body language* to deliver a good presentation?