



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Seventh Semester – Spring 2022

Roll No.

Paper: Technical Writing and Presentation Skills

Course Code: EDE-327

Time: 3 Hrs. Marks: 60

THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Answer the following short questions: (6x5=30)

- 1: Do you think that Technical Writing and Business Writing are the same in nature?
- 2: What *kind of readers* are mainly interested in technical writing?
- 3: What type of language do readers prefer in a technical document? Expressive or Impressive?
4. When and where should we prefer passive voice in technical writing?
- 5: Use of adverbs and adjectives is good in Literature but not in technical writing. Why?
6. Write objectives of studying Technical Writing.

Q.2. Answer the following questions. (3x10=30)

- 1: Write a report of some future project to the head of your school, office etc.
- 2: In what ways is a research paper a type of technical writing?
- 3: Write essentials of a good oral presentation on any specific topic. (Write components of a presentation **NOT** a presentation).