

ENG AEEC / SEC 301: Technical Writing

Credits: 4

(Max. Marks: 301)

NOTE: Attempt any **six questions** choosing **three questions each** from **Assignment 1 and Assignment 2**. Each question carries **5 marks**. Answers should be in approximately **250 words**. Only **handwritten assignments** will be evaluated. A sample of the title page is also attached.

Assignment 1

Total Marks: 15

Note: Attempt any **three** of the following questions. Each question carries **5 marks**. Answers should be in approximately **250 words**.

1. What is a manual? How is it different from a guide?
2. Describe memorandum and its uses.
3. How do you write Minutes of a Meeting? How is it different from an Agenda?
4. How can one prepare an effective PowerPoint presentation?
5. What is a cover page? Discuss its importance in technical documents.

Assignment 2

Total Marks: 15

Note: Attempt any **three** of the following questions. Each question carries **5 marks**. Answers should be in approximately **250 words**.

6. What are the essential elements included in a Project Report?
7. What is the function of preface and acknowledgement in a report?
8. What is data? How is data different from information?
9. Compare and contrast technical writing with academic writing.
10. Differentiate between bar graphs and pie charts with examples.

Himachal Pradesh University, Summer Hill, Shimla

Centre for Distance and Online Learning

B.A. / B.Com. – Semester _____

Session:

Assignment Subject:

Course Code:

Assignment No.:

Submitted by:

Name:.....

Registration No.:.....

Roll No.:.....

Address:.....

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Email ID:.....

Contact No.:.....

Date:.....

Signature:.....

Submitted to:.....