

No. of Printed Pages : 11

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2011

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : *Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.*

1.1 What do you understand by the term 'technical writing' ? Discuss the writing situations relevant to library and information field along with their specific characteristic features.

OR

1.2 Explain in detail the reader - writer relationship in different types of writing situation.

2.1 Describe the steps involved in the writing process.

OR

2.2 Give characteristic features of technical communication and the different forms in which it can be communicated.

- 3.1 What is a review article ? Explain its types, features and method of presentation.

OR

- 3.2 Prepare a draft for a brochure incorporating the information sources and the services available in a modern library.

- 4.1 Explain the importance of different editorial tools required by editors. Discuss the purpose for which these are needed.

OR

- 4.2 Correct (proof - read) the text given below.

According to an PTI news report, the Minister who inaugurated the event said "RTI should not be a casualty of corrupt bureaucrats. Shailesh Gandhi, a proactive Central Information Commissioner with the distinction of having been an RTI activist himself in Maharashtra before becoming Commissioner, said later in his presentation that the RTI Act need to be guarded from three potential threats - from the government, the judicial processes and the Commissions themselves.

Mr. Gandhi wanted Information Commissions to take an initiative on issues with wide-ranging and long-term implications : It would be too late to do anything if the Commissions has to wait. He himself had asked the Delhi government to put all its contract agreements concerning consultancy arrangements for the Commonwealth Games in the public domain within a week.

Gajendra Haldea of the Planning Commission, in a presentation on the Public-Private Partnership model, theorised that 20 years from now a third of the land in India would be in the hands of a few private corporates, going by the manner in which Special Economic Zone agreements were being entered into (with public scrutiny).

Mrinal Pande, chairperson of the Prasar Bharati Board, wanted the media to be brought under the pre view of the RTI Act. The session should have deliberated on the media's role and acknowledged the sustained interest taken by some media outlets such as the Telugu newspaper Eenadu

and NDTV, and the difference they have made to the situation. The convention failed to note that women in sufficient numbers are not taking advantage of the provisions of the RTI act, or what steps could be taken to correct the situation ? It also failed to look at why the academic community has not been taking a real interest in studying the impact of the RTI Act and in promoting it.

There was no evidence of annual reports of Information Commissions in these four years ever having been discussed in Parliament or in State Assemblies. How is it so ? It should be examined how many Commissions could not come up with their annual reports and why even the annual reports that were available did not make any difference.

In his valedictory address, Minister of State in the Ministry of Communications and Information Technology Sachin Pilot talked about the shift in the balance Of power and the equitable growth that the RTI Act should strive for. He wanted the R TI movement to take advantage of communication technologies.

The CIC has been holding annual conventions in Delhi as an "official programme," attended mostly by Information Commissioners, their staff, one or two Ministers and bureaucrats. The participation of civil society representatives has been marginal : those who did come were mostly from the National Capital Region. There has not been any acknowledgement of the role of civil society organisations in taking the RTI movement forward. At all the five conventions in Delhi, access was controlled. The cic, nevertheless, deserves praise for holding the conventions.

5. Write short notes on *any three* of the following
(in about **300** words each) :
- (a) Corporate writing
 - (b) Developmental paragraphs
 - (c) Readability and comprehension
 - (d) Collection of data
 - (e) Peer review



ignou

ASSIGNMENT GURU

www.ignouassignmentguru.com

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

दिसम्बर, 2011

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 'तकनीकी लेखन' पद से आप क्या समझते हैं? पुस्तकालय एवं सूचना के क्षेत्र से प्रासंगिक लेखन स्थितियों तथा उनकी अभिलक्षणात्मक विशिष्टताओं का विवेचन कीजिए।

अथवा

- 1.2 विभिन्न प्रकार की लेखन-स्थितियों में पाठक - लेखक संबंध की विस्तृत व्याख्या कीजिए।

- 2.1 लेखन-प्रक्रिया में सन्निहित चरणों का वर्णन कीजिए।

अथवा

2.2 तकनीकी संप्रेषण की अभिलक्षणात्मक विशिष्टताओं का तथा जिन विभिन्न रूपों में इसे संप्रेषित किया जा सकता है उनका उल्लेख कीजिए।

3.1 'समीक्षा-लेख' क्या है? इसके प्रकारों, विशिष्टताओं तथा प्रस्तुतीकरण की विधियों की व्याख्या कीजिए।

अथवा

3.2 एक आधुनिक पुस्तकालय में उपलब्ध सूचना स्रोतों तथा सेवाओं का उल्लेख करते हुए एक विवरणिका प्रारूप तैयार कीजिए।

4.1 सम्पादकों के लिए आवश्यक विभिन्न सम्पादकीय उपकरणों के महत्व की व्याख्या कीजिए। इनकी आवश्यकता का उद्देश्य क्या है? विवेचन कीजिए।

अथवा

4.2 नीचे दिए गए पाठ का प्रूफ संशोधन कीजिए।

According to an PTI news report, the Minister who inaugurated the event said "RTI should not be a casualty of corrupt bureaucrats. Shailesh Gandhi, a proactive Central Information Commissioner with the distinction of having been an RTI activist himself in Maharashtra before becoming Commissioner, said later in his presentation that the RTI Act need to be guarded from three potential threats - from the

government, the judicial processes and the Commissions themselves.

Mr. Gandhi wanted Information Commissions to take an initiative on issues with wide-ranging and long-term implications : It would be too late to do anything if the Commissions have to wait. He himself had asked the Delhi government to put all its contract agreements concerning consultancy arrangements for the Commonwealth Games in the public domain within a week.

Gajendra Haldea of the Planning Commission, in a presentation on the Public-Private Partnership model, theorised that 20 years from now a third of the land in India would be in the hands of a few private corporates, going by the manner in which Special Economic Zone agreements were being entered into (with public scrutiny).

Mrinal Pande, chairperson of the Prasar Bharati Board, wanted the media to be brought under the pre view of the RTI Act. The session should have deliberated on the media's role and acknowledged the sustained interest taken by some media outlets such as the Telugu newspaper Eenadu

and NDTV, and the difference they have made to the situation. The convention failed to note that women in sufficient numbers are not taking advantage of the provisions of the RTI act,

or what steps could be taken to correct the situation ? It also failed to look at why the academic community has not been taking a real interest in studying the impact of the RTI Act and in promoting it.

There was no evidence of annual reports of Information Commissions in these four years ever having been discussed in Parliament or in State Assemblies. How is it so ? It should be examined how many Commissions could not come up with their annual reports and why even the annual reports that were available did not make any difference.

In his valedictory address, Minister of State in the Ministry of Communications and Information Technology Sachin Pilot talked about the shift in the balance Of power and the equitable growth that the RTI Act should strive for. He wanted the R TI movement to take advantage of communication technologies.

The CIC has been holding annual conventions in Delhi as an "official programme," attended mostly by Information Commissioners, their staff, one or two Ministers and bureaucrats. The participation of civil society representatives has been marginal : those who did come were mostly from the National Capital Region. There has not been any acknowledgement of the role of

civil society organisations in taking the RTI movement forward. At all the five conventions in Delhi, access was controlled. The cic, nevertheless, deserves praise for holding the conventions.

5. निम्नलिखित में से **किन्हीं तीन** पर संक्षिप्त टिप्पणियाँ लिखिए।

(प्रत्येक पर लगभग 300 शब्दों में) :

- (a) कार्पोरेट राइटिंग।
- (b) डेवलप्मेण्टल पैराग्राफ्स।
- (c) पठनीयता तथा बोध।
- (d) डेटा संग्रह।
- (e) पियर रिव्यू।

www.ignouassignmentguru.com

No. of Printed Pages : 8

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

June, 2012

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Bring out the similarities and differences of writing situation for :

- (a) Educational institutions for course materials and R and D establishments and
- (b) Office communication and mass communication.

OR

1.2 What is a proposal ? Describe the characteristics and components of a proposal.

2.1 What are the characteristics of human language in communication ? Explain their 'functional creativity'.

OR

2.2 What are the different types of paragraphs ? Explain their contents that make a technical communication effective.

3.1 Briefly discuss the basics of technical style with reference to diction and grammar which contribute to clarity and accuracy in a presentation.

OR

3.2 What roles visuals play in a technical document ? Suggest a few illustrative questions that would help deciding to use visuals in a technical communication.

4.1 Discuss the different type of skills that an editor should have to make technical communication effective.

OR

4.2 Correct (proof - read) the text given below :

It would be wrong historically to consider that a great part that a women of India played in the non - cooperation moment and the position that they have achieved for herself in modern Indian life was a result of a sudden Transformation.

Indoubtedly women in ansient India enjoyed a much higher states than their desendants in the eighteenth and nineteenth

century. From the earliest days there are many notable women in India- poets, scholars, capable administrators and leader of religious movements.

Even the eighteenth century produced woman of the types of Ahalyabai Holkar whose administration of Indore was considered a model for all India. But there is no doubt that speaking generally, the condition of Indian Womenhood had sunk low. Kept vigorously secluded behind the purdah in many part of India, denied facilities of education and compelled under a system of child marriage, at least among the higher classes, to maternity when their sister in other countries were in schools and kept under subjection during marriage and forced among the Brahmins and upper caste, to live a life of misery during widowhood, Indian Women in the beginning of the nineteenth century was probably among the most backward of their sex all over the world.

The Brahmo samaj led the moment for emancipation. The ancient rules of purdah was broken and the Brahmo woman moved freely in the society. But as the educated classes generally showed a disinclination toward the emancipation of their women, the movement of their uplift was slow in taking shape. By the beginning of the twentieth century the position had begun to show some change.

5. Write short notes on any *three* of the following (in about 300 words).
- (a) Oral presentation
 - (b) Word structure in technical writing
 - (c) Descriptive discourse
 - (d) Preparation of review articles
 - (e) Effective use of punctuation in writings.
-



www.ignouassignmentguru.com

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

जून, 2012

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 (a) शैक्षणिक संस्थानों के लिए पाठ्य-सामग्री तथा शोध एवं विकास संस्थानों और
- (b) कार्यालयीन पत्रव्यवहार तथा जन संचार के लिए लेखन-स्थितियों में समानताओं तथा विषमताओं को स्पष्ट कीजिए।

अथवा

- 1.2 प्रस्ताव क्या है? एक प्रस्ताव के अभिलक्षणों तथा घटकों की चर्चा कीजिए।
- 2.1 भाव-सम्प्रेषण में मानव-भाषा के अभिलक्षणों का उल्लेख कीजिए। उनकी प्रकार्यात्मक सृजनात्मकता की व्याख्या कीजिए।

अथवा

2.2 अनुच्छेद (पैराग्राफ) के विभिन्न प्रकारों का उल्लेख कीजिए। इनकी अन्तर्वस्तु की व्याख्या कीजिए जो तकनीकी भाव-सम्प्रेषण को प्रभावशील बनाती है।

3.1 शब्द-योजना तथा व्याकरण के संदर्भ में तकनीकी शैली के मूलाधार की संक्षिप्त चर्चा कीजिए जो विषय के प्रस्तुतीकरण में स्पष्टता तथा परिशुद्धता लाने में सहायक होता है।

अथवा

3.2 एक तकनीकी प्रलेख में दृश्य सामग्री (वीजुअल्स) की भूमिका स्पष्ट कीजिए। कुछ निदर्शी प्रश्नों का सुझाव दीजिए जो किसी तकनीकी भाव-सम्प्रेषण में दृश्य सामग्री के उपयोग के लिए निर्णय लेने में सहायक होंगे।

4.1 तकनीकी भाव-सम्प्रेषण को प्रभावशील बनाने के लिए एक सम्पादक में विभिन्न प्रकार की प्रवीणताएँ होनी चाहिए। उनकी चर्चा कीजिए।

अथवा

4.2 नीचे दिए गए गद्यांश का पाठ-संशोधन (प्रूफ रीडिंग) कीजिए।

It would be wrong historically to consider that a great part that a women of India played in the non - cooperation moment and the position that they have achieved for herself in modern Indian life was a result of a sudden Transformation.

Indoubtedly women in ancient India enjoyed a much higher status than their descendants in the eighteenth and nineteenth century. From the earliest days there are many notable women in India- poets, scholars, capable administrators and leaders of religious movements. Even the eighteenth century produced women of the type of Ahalyabai Holkar whose administration of Indore was considered a model for all India. But there is no doubt that speaking generally, the condition of Indian Womenhood had sunk low. Kept vigorously secluded behind the purdah in many parts of India, denied facilities of education and compelled under a system of child marriage, at least among the higher classes, to maternity when their sisters in other countries were in schools and kept under subjection during marriage and forced among the Brahmins and upper caste, to live a life of misery during widowhood, Indian Women in the beginning of the nineteenth century was probably among the most backward of their sex all over the world.

The Brahmo samaj led the movement for emancipation. The ancient rules of purdah were broken and the Brahmo woman moved freely in the society. But as the educated classes generally showed a disinclination toward the emancipation of their women, the movement of their uplift was slow in taking shape. By the beginning of the

twentieth century the position had begun to show some change.

5. निम्नलिखित में से **किन्हीं तीन** पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग 300 शब्दों में)
- (a) मौखिक (वाचिक) प्रस्तुति
 - (b) तकनीकी लेखन में शब्द-संरचना
 - (c) विवरणात्मक निबंध
 - (d) समीक्षा-लेखों को तैयार करना
 - (e) लेखन में विराम-चिह्नों का प्रभावी उपयोग



www.ignouassignmentguru.com

01774

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2012

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

- 1.1 Briefly explain the different aspects of the physical production of a technical document in print.

OR

- 1.2 Explain the factors that contribute to effective presentation of technical communication.

- 2.1 What do you understand by 'aberrations' (errors) in technical writing? Illustrate with reference to consulting sources of information for accuracy and complete information.

OR

2.2 How are tabular presentation of data make description and comparison of data vivid and facilitate comprehension ? Discuss the characteristics of general and special purpose tables.

3.1 Distinguish between oral, non - verbal, written and electronic communication. State the distinction between technical communication and technological communication.

OR

3.2 Briefly explain step-by-step, the editorial process before a technical or research paper is accepted for publication.

4.1 What are the different editorial tools that are required to be consulted? Explain the value of style manual in editorial work.

OR

4.2 Correct (Proof read) the text given below :

India have a long and distinguished tradition in science and technology from anscient times with great achievements during in the twentieth century. At the time of independence our scientific and technological infrastructure were neither strong and well organised as compared to the development world. This have resulted in our being technologically dependent on the skills and expertice available in other

Download More:- <https://www.ignouassignmentguru.com/papers>
countries. In the past two decade, an infrastructure and capability largely commonsurate with meeting national needs have been created, minimising our dependence on other countries. A range of industries from small to the most sophisticated, has been established covering a wide range of utilities, services and goods. There is now a reservoir of expertise well acquam Fed with the most modern advances in basic and applied areas that are equipped to make choices between available technologies, to absorb readily new technologies and provide a framework for future national development.

Scientific and technological activity in India is carried out under a wide set - ups consisting of Central Government, State Governments, higher educational sectors, public and private industries and non-profit institutions/associations. These institutional structure with its research laboratories are the main contribution of research and development being carried out in the country. Notable among these are : The Council of Scientific and Industrial Research (CSIR), The Indian Council of Agricultural Research (ICAR), The Indian Council of Medical Research (ICMCR). In addition, there are many laboratories of various departments/ministries viz. Department of Atomic Energy, Department of Electronics, Department of Space, Department of Ocean

Development, Defence Research and Development Organization, Ministry of Environment and Forests, Ministry of Non-Conventional Energy Sources and the Ministry of Science and Technology. Further there are 1200 in-house research and development unit in industrial undertaking, supporting research in their respective industries. Many Indian Universities and Deemed Universities such as IITs also undertake substantial research and development work. In order to build a blue - print for future programs of science and technology and to give a direction to the initiative to be undertaken, the Government announced the Science and Technology Policy in 2003.

- 5.0 Write short notes on *any three* of the following (in about **300** words)
- (a) Rogets Thesarus
 - (b) Readability formula
 - (c) Role of appendix
 - (d) In-house bulletins
 - (e) Proposal writing
-

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

दिसम्बर, 2012

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 एक तकनीकी प्रलेख के मुद्रण के भौतिक उत्पादन के विभिन्न पक्षों की संक्षिप्त व्याख्या कीजिए।

अथवा

- 1.2 तकनीकी संप्रेषण के प्रभावी प्रस्तुतीकरण में योगदान करने वाले विभिन्न तत्वों की व्याख्या कीजिए।

- 2.1 तकनीकी लेखन में विपथगमन (त्रुटियों) से आप क्या समझते हैं ? परिशुद्धता तथा पूर्ण सूचना प्राप्त करने के लिए सूचना हेतु परामर्शदायी स्रोतों के संदर्भ में इसकी व्याख्या कीजिए।

अथवा

2.2 डेटा का सारणीबद्ध प्रस्तुतीकरण किस प्रकार से विवरणों तथा डेटा की तुलना को स्पष्ट एवं बोधगम्य बनाता है ? सामान्योद्देशीय तथा विशिष्टोद्देशीय सारणियों के अभिलक्षणों की चर्चा कीजिए।

3.1 मौखिक , शब्दहीन , लिखित तथा इलेक्ट्रानिक संप्रेषण के बीच अंतर स्पष्ट कीजिए । तकनीकी संप्रेषण तथा प्रौद्योगिकीय संप्रेषण के बीच अंतर बताइए ।

अथवा

3.2 किसी तकनीकी अथवा शोधपरक पत्र के प्रकाशन हेतु स्वीकृति प्रदान करने से पूर्व अपनाई जाने वाली सम्पादकीय प्रक्रिया की चरणबद्ध व्याख्या कीजिए ।

4.1 वे विभिन्न सम्पादकीय उपकरण कौन से हैं जिनकी सहायता लेने की आवश्यकता होती ? सम्पादकीय कार्य में 'स्टाइल मैनुअल' के मूल्य की व्याख्या कीजिए ।

अथवा

4.2 नीचे दिए गए गद्यांश का पाठ-संशोधन कीजिए :

India have a long and distinguished tradition in science and technology from ancient times with great achievements during in the twentieth century. At the time of independence our scientific and technological infrastructure were neither strong and well organised as

compared to the development world. This have resulted in our being technologically dependent on the skills and expertise available in other countries. In the past two decade, an infrastructure and capability largely commonsurate with meeting national needs have been created, minimising our dependence on other countries. A range of industries from small to the most sophisticated, has been established covering a wide range of utilities, services and goods. There is now a reservoir of expertise well acquam Fed with the most modern advances in basic and applied areas that are equipped to make choices between available technologies, to absorb readily new technologies and provide a framework for future national development.

Scientific and technological activity in India is carried out under a wide set - ups consisting of Central Government, State Governments, higher educational sectors, public and private industries and non-profit institutions/associations. These institutional structure with its research laboratories are the main contribution of research and development being carried out in the country. Notable among these are : The Council of Scientific and Industrial Research (CSIR), The Indian Council of Agricultural Research (ICAR), The Indian Council of Medical Research (ICMCR). In addition, there are many laboratories of various

departments/ministries viz. Department of Atomic Energy, Department of Electronics, Department of Space, Department of Ocean Development, Defence Research and Development Organization, Ministry of Environment and Forests, Ministry of Non-Conventional Energy Sources and the Ministry of Science and Technology. Further there are 1200 in-house research and development unit in industrial undertaking, supporting research in their respective industries. Many Indian Universities and Deemed Universities such as IITs also undertake substantial research and development work. In order to build a blue - print for future programs of science and technology and to give a direction to the initiative to be undertaken, the Government announced the Science and Technology Policy in 2003.

5.0 निम्नलिखित में से *किन्हीं तीन* पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग 300 शब्दों में) :

- (a) रोजेट्स थिसॉरस
 - (b) पठनीयता परिसूत्र
 - (c) परिशिष्ट की भूमिका
 - (d) गृह पत्रिका
 - (e) प्रस्ताव लेखन
-

No. of Printed Pages : 11

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

June, 2013

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

- 1.1 Distinguish between plans and proposals. Explain the characteristic features of a plan, indicating the analytical process involved in planning the automaton of a technical library.

OR

- 1.2 Explain the essential features in the effective presentation of a technical communication with reference to its quality of contents and structural organization.

- 2.1 What are the functions and characteristic features of language in technical communication ? Explain with reference top English language.

OR

2.2 What are the different aspects of information to be communicated in technical writing ? Explain the importance of accuracy, organization, Visuals and documentation in presentation.

3.1 What are in-house bulletins ? Explain their types, features and preparation.

OR

3.2 Explain the role and functions of an editor in technical communication.

4.1 What are style manuals, standards and a language thesaurus ? Explain their use in technical writing and editing.

OR

4.2 Correct (Proof-read) the text given below :

The New Year dawned on a dismal for the stars of 2011. After dominating urban mind space for the better of year, Anna Hazare and his team, looked confused and uncertain as they mull over their agitation plans, having out witted in the battle for lak pal bill. Was this th end of the road for man who made activism fashionable again if only for the middle classes. Indead did his loss to the chicanery of the political class ded a body blow to civil society now that best known faces lay bruised.

It would be unwise for the political establishments to gloat over the collapse of the Jan Lokpal agitation and claim victory in the continuing tussle that marks relationship with civil society whatever Team Anna's fate may be the need to civil society have never been greater and will only grow as democracy deepens its roots to throw up searching questions about equity, accountability and governance. Political philosopher and Director for the study of developing societies Rajeev Bhargava believes that the year 2020 will see more Anna-like movement and he stresses the importance of strengthening civil societies. "There is so much discontent on the ground" he says. "There are radical disparities of income and power. And because people have so much access to information today their aspirations have grown. It is important that this discontent is expressed through civil society organizations otherwise, the only course to people would be to go the naxal way."

There is no universal accepted definition of the term civil society but it is widely construed to mean the "Third sector" as distant from government and business. It surfaced in the 20th century as democracy evolved to define space occupied by institutions and organizations that report public opinion and influence public policy. In India the most powerful example of the assertion of civil

society is the national movement through which Gandhi mobilized public opinion to oust the colonial administration.

The legacy continues even today as Bhargava points out and certainly the last few years have seen activism flourish and multiply whether in the form of protests of tribals against the Posco Steel Plant in Orissa or in anti-nuclear power agitation in Kudankulam and Jaitapur. All over the country small activist groups are pushing and prodding the system to demand greater transparency and people's participation in decision-making on issues that affect them.

Much of the current activism stems from a growing feeling that the country's political and governance structures do not adequately represent or reflect people's problems and aspirations. While National Advisory Council member Harchand Mander highlights the manner in which the concern of the poor gets distorted by the priorities of electoral politics, the Anna movement crystallised the resentment simmering in the urban middle class against a corrupt and uncaring political elite. Clearly there is a need for change. But change comes through public debate and discourse with civil society organizations serving as the interface between the ruling class and the people.

5. Write short notes on *any three* of the following (in about 300 words).
- (a) Creative writing
 - (b) Reader analysis
 - (c) Regional Dialects
 - (d) Illustrations
 - (e) Short communications.
-



www.ignouassignmentguru.com

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

जून, 2013

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1.1 योजना और प्रस्ताव के बीच अंतर स्पष्ट कीजिए। किसी तकनीकी पुस्तकालय की योजना बनाने में निहित विश्लेषणात्मक प्रक्रिया को इंगित करते हुए, योजना की अभिलक्षणात्मक विशिष्टताओं की व्याख्या कीजिए।

अथवा

1.2 अंतर्वस्तु की गुणवत्ता और संरचनात्मक संगठन के संदर्भ में तकनीकी सम्प्रेषणीयता के प्रभावशील प्रस्तुतिकरण की अनिवार्य विशेषताओं की व्याख्या कीजिए।

2.1 तकनीकी सम्प्रेषण में भाषा के कार्य और अभिलक्षणात्मक विशेषताएँ क्या हैं? अँगरेजी भाषा के संदर्भ में व्याख्या कीजिए।

अथवा

2.2 तकनीकी लेखन में सम्प्रेषित की जाने वाली सूचना के विभिन्न पहलू कौन से हैं? प्रस्तुतिकरण में परिशुद्धता, व्यवस्थापन, दृश्य सामग्री तथा प्रलेखन के महत्व की व्याख्या कीजिए।

3.1 गृह पत्रिकाएँ (इन-हाउस बुलेटिन्स) क्या हैं? इनके प्रकारों, विशिष्ट गुणों और इन्हें तैयार करने की व्याख्या कीजिए।

अथवा

3.2 तकनीकी सम्प्रेषण में सम्पादक की भूमिका की व्याख्या कीजिए।

4.1 स्टाइल मैनुअल, मानक और भाषा-धिसारस क्या हैं? तकनीकी लेखन और सम्पादन में इनके उपयोग की व्याख्या कीजिए।

अथवा

4.2 निम्नलिखित मूल पाठ का प्रूफ-संशोधन कीजिए।

Correct (Proof-read) the text given below :

The New Year dawned on a dismal for the stars of 2011. After dominating urban mind space for the better of year, Anna Hazare and his team, looked confused and uncertain as they mull over their agitation plans, having out witted in the battle for lak pal bill. Was this th end of the road for man who made activism fashionable again if only for the middle classes. Indead did his loss to the chicanery of the political class ded a body blow to civil society now that best known faces lay bruised.

It would be unwise for the political establishments to gloat over the collapse of the Jan Lokpal agitation and claim victory in the continuing tussle that marks relationship with civil society whatever Team Anna's fate may be the need to civil society have never been greater and will only grow as democracy deepens its roots to throw up searching questions about equity, accountability and governance. Political philosopher and Director for the study of developing societies Rajeev Bhargava believes that the year 2020 will see more Anna-like movement and he stresses the importance of strengthening civil societies. "There is so much discontent on the ground" he says. "There is a radical disparity of income and power. And because people have so much access to information today their aspirations have grown. It is important that this discontent is expressed through civil society organizations otherwise, the only course to people would be to go the Naxal way."

There is no universal accepted definition of the term civil society but it is widely construed to mean the "Third sector" as distant from government and business. It surfaced in the 20th century as democracy evolved to define space occupied by institutions and organizations that report public opinion and influenced public policy. In India the most powerful example of the assertion of civil

society is the national movement through which Gandhi mobilized public opinion to oust the colonial administration.

The legacy continues even today as Bhargava points out and certainly the last few year have seen activism flourish and multiply whether in lie-in protests of tribals against the Posco Steel Plant in Orissa or in anti-nuclear power agitation in Kudankoolam and Jaitapur. All over the country small activist group are pushing and prodding the system to demand greater transparency and peoples participation in decision-making on issues that effect them.

Much of the current activism stems from a growing feeling that the countrys political and governance structures do not adequately represent or reflect peoples problems and aspirations. While National Advisory Council member Harch Mander highlight the manner in which the concern of the poor get distorted by the priorities of electoral politics the Anna movement crystalised the resentment simmering in the urban middle class against a corrupt and uncaring political elite. Clearly there is a need for change. But change come through public debate and discourse with civil society organizations serving as the interforce between the ruling class and the people.

5. निम्नलिखित में से **किन्हीं तीन** पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग 300 शब्दों में) :

- (a) सृजनात्मक लेखन
- (b) पाठक विश्लेषण
- (c) क्षेत्रीय बेलियाँ
- (d) इल्युस्ट्रेशन्स
- (e) संक्षिप्त सम्प्रेषण



www.ignouassignmentguru.com

No. of Printed Pages : 8

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2013

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

- 1.1 Explain the difference between oral and written communication keeping in view their effective presentation.

OR

- 1.2 Describe 'target groups' in detail

- 2.1 What are the different forms of discourse in technical writing ? Explain any one of the forms of discourse.

OR

- 2.2 What is style in technical writing ? Explain the different aspects of technical styles.

- 3.1 What are technical reports ? Explain their characteristics, types, functions and structural components.

OR

- 3.2 Explain your understanding of creative and substantive editing.
- 4.1 Discuss the value and effective use of dictionaries in technical writing.

OR

- 4.2 Correct (proof -read) the test given below :

In the early year of our Republic, economist John Kenneth Galbraith famously called it a "functioning anarchy: That discription still holds. But if the anarchy have been functioning, it is thanks to institutions of the republic. What will these ever evolving institution be like in 2020 ? Nobody can predect with certainty but heres a wish list of what some of the more important institutions should be like that year. The legislature : One are of parliamentary functioning which promises to make a great leerp forward is its committees, especially in the context of Veting Bills. While the executive may instutionlize pre-legislative consultasion, parliamentary standing committes should following the example of advanced democrasies, hold there proceeding in public.

Apart from scrutinizing legislative proposal with greater rigour, parlimentary committees should mature enough by 2020 to play far greater roll in holding the government to account. The public Account committee will hopfully be strengthened to stop the trend of so many cag reports remaining unexamined.

The Judiciary : The independent of the judiciary against all odds, is touted as a great success of the Indian Republic. But there is plenty of room for improvement. By 2020, the Supreme Courts and the High Courts will hopefully come to grips with a managerial challenge of bringing down the pendency of cases. As laws and Disputes become increasingly technical (The attempts to gag websites being a case in point) there may be a policy to encourage judges to become specialists and allot cases accordingly.

Without detracting from these traditional aloofness judges may take a more "chilled" look at colonial baggage and allow lawyers and litigants to address them as 'Sir' rather than "My Lord". Why, they may even become less touchy about criticism and stop brandishing the contempt law on the pretext of being scandalized. They may also reconcile themselves to the transparency demands of RTI. More importantly they may get over the anachronistic notion that the involvement of outsiders in the accountability system will erode judicial independence. The existing in-house system of collegiums (panel of senior judges) deciding appointment and checking errant collegues with either mutate beyond recognition or disappear all together.

One long pending reform that will hopefully be implemented by 2020 is that the retirement age

of high court judge will be brought on par with that of their Supreme court counterparts. This may reduce the culture of serrility of judicial ranks for high court judges who now retire at 62 will no longer be under as much pressure to vie supreme court slots since everybody then will retire at 65.

5. Write short notes *any three* of the following (in about **300** words each)

- (a) Communication Chain
- (b) Office correspondence
- (c) Electronic communication
- (d) readability formulae
- (e) Copy editing.

www.ignouassignmentguru.com

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

दिसम्बर, 2013

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 प्रभावशील प्रस्तुतिकरण की दृष्टि से मौखिक और लिखित सम्प्रेषण के बीच अंतर स्पष्ट कीजिए।

अथवा

- 1.2 'लक्षित समूहों' का विस्तृत वर्णन कीजिए।

- 2.1 तकनीकी लेखन में प्रबंध (डिस्कोर्स) के विभिन्न रूप कौन से हैं? प्रबंध के किसी एक रूप की व्याख्या कीजिए।

अथवा

- 2.2 तकनीकी लेखन में शैली (स्टाइल) क्या है? तकनीकी शैलियों के विभिन्न पहलुओं की व्याख्या कीजिए।

- 3.1 तकनीकी प्रतिवेदन क्या हैं ? इनके अभिलक्षणों, प्रकारों और संरचनात्मक घटकों की व्याख्या कीजिए ।

अथवा

- 3.2 सृजनात्मक और सारगर्भित सम्पादन से आप क्या समझते हैं ? व्याख्या कीजिए ।

- 4.1 तकनीकी लेखन में शब्दकोशों के महत्व और प्रभावशीलता की चर्चा कीजिए ।

OR

- 4.2 निम्नलिखित मूल पाठ का प्रूफ संशोधन कीजिए ।

In the early year of our Republic, economist John Kenneth Galbraith famously called it a "functioning anarchy: That discription still holds. But if the anarchy have been functioning, it is thanks to institutions of the republic. What will these ever evolving institution be like in 2020 ? Nobody can predest with certainty but heres a wish list of what some of the more important institutions should be like that year. The legislature : One are of parliamentary functioning which promises to make a great leerp forward is its committees, especially in the context of Veting Bills. While the executive may instutionlize pre-legislative consultasion, parliamentary standing committes should following the example of advanced democrasies, hold there proceeding in public.

Apart from scrutinizing legislative proposal with greater rigour, parliamentary committees should mature enough by 2020 to play far greater roll in holding the government to account. The public Account committee will hopefully be strengthened to stop the trend of so many cag reports remaining unexamined.

The Judiciary : The independent of the judiciary against all odds, is touted as a great success of the Indian Republic. But there is plenty of rooms for improvement. By 2020, the Supreme Courts and the High Courts will hopefully come to grips with a managerial challenge of bringing down the pendency of cases. As laws and Disputes become increasingly technical (The attempts to gag websites being a case in point) there may be a policy to encourage judges to become specialists and allot cases accordingly.

Without detracting from these traditional aloofness judges may take a more "chilled" look at colonial baggage and allow lawyers and litigants to address them as 'Sir' rather than "My Lord". Why, they may even become less touchy about criticism and stop brandishing the contempt law on the pretext of being scandalized. They may also reconcile themselves to the transparency demands of RTI. More importantly they may get over the anachronistic notion that the involvement of outsiders in the accountability

system will erode judicial independence. The existing in house system of a collegiums (panel of seniorjudges) deciding appointment and checking errant collegus with either mutate beyond recognition or disappear all together.

One long pending reform that will hopefully be implemented by 2020 is that the retirement age of high court judge will be brought on par with that of their Supreme court counterparts. This may reduce the culture of serrility of judicial ranks for high court judges who now retire at 62 will no longer be under as much pressure to vie for supreme court slots since everybody then will retire at 65.

5. निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग 300 शब्दों में)

- (a) सम्प्रेषण शृंखला
- (b) कार्यालयीन पत्राचार
- (c) इलेक्ट्रॉनिक सम्प्रेषण
- (d) पठनीयता परिसूत्र
- (e) कॉपी एडिटिंग

No. of Printed Pages : 12

MLIE-104

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

00172

Term-End Examination

June, 2014

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt *all* questions. All questions carry *equal* marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Define the term 'technical writing'. Discuss the writing situations relevant to library and information field with their specific characteristics.

OR

1.2 Prepare a brochure for a public library highlighting its rules and regulations, collections, services, etc.

2.1 Describe the steps involved in the writing process. Illustrate your answer with examples.

OR

2.2 What do you understand by the term 'readability'? Explain the importance of readers and text factors in readability.

- 3.1** Describe briefly the features of technical writing, which are basic to all documents. Give the answer with the help of suitable examples.

OR

- 3.2** What is the importance of technical reports in technical communication ? Discuss briefly its various types.

- 4.1** What are the functions of an editor of a technical communication ? Discuss the skills which an editor should have to carry out these functions.

OR

- 4.2** Correct (proof-read) the text given below :

Information and communication technology has

given rise too many benefits in our society. Tools like television, radio and the much talked about

Internet has always given direction to change.

The application of IT in various fields and

Internet technology has been able to influnce

larger sections of society since its development ?

Technological change is the major contributor to the and growth development of the information society; e-learning, e-libraries, e-health, e-governance, etc. have become pillars of the information Society. Realising these developments, a world summit was organised by the United Nations in 20003 in Geneva, under its General Secretary, Kofi Annan. The goal of the summit was to develop a common vision and understanding of the information society and to draw up a strategic plan of action for concerted development towards realising this

vision. Access to information in society is not uniform and globally there has always been a gap between those people and communities who can make effective use of IT and those who cannot, leading to a kind of digital divide which is the major concern for the governments of developing *countries*..

In India the use of IT and computerisation began in 1978. In 1985 the **government of India** decided to increase the pace of IT use at the district level. The National Information Centre (NIC), a central government organisation, was chosen to implement a national programme called “disnic,” Information System of NIC, to computerise all district offices. Commissioning nearly 500 computer centres to a country-wide network, and connecting these computers, was a major achievement [2]. With the rapid progress of the IT industry, there have been in some places in India remarkable social changes.

Earlier, people were reluctant to plunge into information and communication technology and thought IT would take away people’s jobs. But today a complete change in people’s mind set is apparent. Many state governments are giving a boost to the IT sector. States like Andhra Pradesh in Hyderabad, Maharashtra in Pune,

Karnataka in Bangalore, etc. have developed cyber- cities.

The government of India has declared IT as one of the trust areas for the country's development and has recognised it as an "essential service." It has proposed many mega-projects which include telemedicine, distance education to boost adult education in rural areas, setting up information kiosks, etc. Foreign investors are also venturing into India for big investments in the IT sector. Today, Fortune 500 multinational corporations have their offices in India, bringing not only a good multicultural business environment but also better services and products. It is expected that IT is going to capture close to eight percent of the country's gross domestic product in 2008. The software professionals contribute to more than one quarter of the country's total export earning [3].

The fast developments that have taken place due to technological changes have also

propelled a great divide of the information haves and have-nots in the country. The unequal access to information has posed challenges to the government to take appropriate steps to bridge the gap. Some of the efforts made by the government and the non-governmental organisations to bridge the digital divide in the country will be discussed.

5.0 Write short notes on any *three* of the following (in about 300 words each) :

- (a) Sentence structure
 - (b) Reader analysis
 - (c) Illustrations
 - (d) Regional dialects
 - (e) Peer review
-

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

जून, 2014

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।
अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए
आवश्यकतानुसार रेखाचित्रों का भी प्रयोग करें । उत्तर लिखने से
पूर्व संबंधित प्रश्न-संख्या अवश्य लिखें ।

1.1 'तकनीकी लेखन' (टेक्नीकल राइटिंग) पद को परिभाषित कीजिए । पुस्तकालय एवं सूचना क्षेत्र से संगत लेखन स्थितियों की चर्चा, उनके विशिष्ट अभिलक्षणों के साथ, कीजिए ।

अथवा

1.2 एक सार्वजनिक पुस्तकालय के लिए एक ब्रोशर तैयार कीजिए जिसमें उसके नियमों तथा विनियमों, संग्रह, सेवाओं, आदि को स्पष्ट किया गया हो ।

2.1 लेखन प्रक्रिया में सन्निहित चरणों का वर्णन कीजिए । अपने उत्तर को उदाहरणों के द्वारा स्पष्ट कीजिए ।

अथवा

2.2 'पठनीयता' ('रीडेबिलिटी') पद से आप क्या समझते हैं ? पठनीयता में पाठक तथा मूलपाठ उपादानों के महत्त्व की व्याख्या कीजिए ।

- 3.1** तकनीकी लेखन के उन गुणों की संक्षिप्त व्याख्या कीजिए जो सभी प्रलेखों के लिए आधारभूत हैं। अपना उत्तर उपयुक्त उदाहरणों के साथ दीजिए।

अथवा

- 3.2** तकनीकी सम्प्रेषण में तकनीकी प्रतिवेदनों के महत्त्व का उल्लेख कीजिए। इसके विभिन्न प्रकारों की संक्षिप्त चर्चा कीजिए।

- 4.1** तकनीकी सम्प्रेषण के सम्पादक के कार्य क्या हैं? इन कार्यों का निष्पादन करने के लिए सम्पादक में किस प्रकार की दक्षता होनी चाहिए – चर्चा कीजिए।

अथवा

- 4.2** नीचे दिए गए मूलपाठ का पाठ-संशोधन (प्रूफ रीडिंग) कीजिए :

Information and communication technology has given rise too many benefits in our society. Tools

like television, radio and the much talked about

Internet has always given direction to change.

The application of IT in various fields and

Internet technology has been able to influence

larger sections of society since its development ?

Technological change is the major contributor to the and growth development of the information society; e-learning, e-libraries, e-health, e-governance, etc. have become pillars of the information Society. Realising these developments, a world summit was organised by the United Nations in 2003 in Geneva, under its General Secretary, Kofi Annan. The goal of the summit was to develop a common vision and understanding of the information society and to draw up a strategic plan of action for concerted development towards realising this

vision. Access to information in society is not uniform and globally there has always been a gap between those people and communities who can make effective use of IT and those who cannot, leading to a kind of digital divide which is the major concern for the governments of developing countries..

In India the use of IT and computerisation began in 1978. In 1985 the **government of India** decided to increase the pace of IT use at the district level. The National Information Centre (NIC), a central government organisation, was chosen to implement a national programme called “disnic,” Information System of NIC, to computerise all district offices. Commissioning nearly 500 computer centres to a country-wide network, and connecting these computers, was a major achievement [2]. With the rapid progress of the IT industry, there have been in some places in India remarkable social changes. Earlier, people were reluctant to plunge into information and communication technology and thought IT would take away people’s jobs. But today a complete change in people’s mind set is apparent. Many state governments are giving a boost to the IT sector. States like Andhra Pradesh in Hyderabad, Maharashtra in Pune,

Karnataka in Bangalore, etc. have developed cyber- cities.

The government of India has declared IT as one of the trust areas for the country's development and has recognised it as an "essential service." It has proposed many mega-projects which include telemedicine, distance education to boost adult education in rural areas, setting up information kiosks, etc. Foreign investors are also venturing into India for big investments in the IT sector. Today, Fortune 500 multinational corporations have their offices in India, bringing not only a good multicultural business environment but also better services and products. It is expected that IT is going to capture close to eight percent of the country's gross domestic product in 2008. The software professionals contribute to more than one quarter of the country's total export earning [3]. The fast developments that have taken place due to technological changes have also

propelled a great divide of the information
haves and have-nots in the country. The
unequal access to information has posed
challenges to the government to take
appropriate steps to bridge the gap. Some of the
efforts made by the government and the non-
governmental organisations to bridge the digital
divide in the country will be discussed.

5.0 निम्नलिखित में से किन्हीं *तीन* पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग 300 शब्दों में) :

(क) वाक्य संरचना

(ख) पाठक विश्लेषण

(ग) इलस्ट्रेशन

(घ) क्षेत्रीय बोलियाँ

(ङ) पिआर रिव्यू

No. of Printed Pages : 8

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2014

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt *all* questions. All questions carry *equal marks*.
Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Explain the operations involved in the physical production of a document.

OR

1.2 Write a detailed proposal for initiating automation in a special library.

2.1 Differentiate between spoken and written communication.

OR

2.2 What is a paragraph ? Write briefly on different types of paragraphs.

3.1 Define the term 'technical communication'. Discuss its characteristics, functions and the social and ethical aspects.

OR

3.2 What is a review article ? Describe the steps involved in its preparation.

- 4.1 List the different types of editorial tools required by editors. Discuss the purpose for which they are needed ?

OR

- 4.2 Correct (proof-read) the text given below :

The basic requirement for reducing the digital divide for countries is to give priority to the development of their telecommunication and IT infrastructure in order to provide universal and affordable access to information to people in all Geographical areas of the Country. The government of India celebrated the year 2003 as the 150th year of Indian communication and telegraphy. The country has travelled a long way in improving its telecom sector. At the time of independence there were only 80,000 telephone subscribers and that was mostly in government organisations. Until the 1980s telecom was not a priority. However, the formulation

of the National Telecom Policy in 1994 and later improvements made in the policy in 1999 led to a significant growth in the telecom sector, with corporatisation of telecom services in 2000. The density of telephones has already increased from 1.44 percent to more than six percent. The cellular mobile sector has also grown exponentially from 1.2 million to more than 19 million subscribers. As well, the rural teledensity has increased from 0.4 percent to 1.5 per cent.

The Honourable Prime Minister has recently launched a pilot project of Rupees 3 crore (Ed. note: 30 million Rupees), the "Grameen Sancahar Sewak" project, in a bid to promote telecom

services for rural people using WLL (Wireless in Local Loop) technology. The project has been conceptualised to provide accessibility to public telephone service to rural populations at their doorstep by worldwide Web technology. The Scheme would be implemented through the Gameen Dak Sewak (Village Post delivery agents). These agents would work as the franchisees of the telecom department. The agents would be provided wireless telephones with display facilities, so when an agent goes to houses to deliver letters, he would carry a fixed wireless telephone to facilitate phone service to all citizens of that area. In the initial phase this pilot project would cover about 800 villages in 21 **telecom** circles covering all the states except Andaman and Nicobar Islands, Haryana and Punjab. About 1,800 village postal agents would be used for this purpose?

The IT infrastructure, particularly the penetration of information technology, has improved but a lot still needs to be done particularly in rural and remote areas. According to the International Data Corporation, the estimate of Internet users was around one million, which reached to more than five million in 2003-2004, making India the fourth largest international market in Asia. Growth will depend on low-cost access, low-cost personal computers and Internet cable, and increasing competitive Internet service providers (ISP), which is now becoming a reality. According to the largest projection of goi and nassCOM, the total Internet connection and users reached 15 million and 50 million by the end of the year 2003. The rapid advancement in

the IT industry and its impact on society has brought significant social changes. Earlier, people were reluctant to plunge into IT communication. Now all states have had a sudden change in their thinking and are coming to vital decisions to boost their IT sector.

The government of India has declared IT as one of the thrust areas for the country's development and has recognized it as an essential service. States like Andhra Pradesh, Karnataka, Maharashtra, West Bengal and now Tamil Nadu has been playing a significant role in introducing IT for industrial and economic development. These states have active action plans emphasizing the growth of IT industries that will extend the benefits of IT application to all types of industries, enterprises, and private and public organisations and institutions.

5.0 Write short notes on **any three** of the following (in about **300** words each) :

- (a) Readability formulae
 - (b) Descriptive discourse
 - (c) Role of visuals in technical writing
 - (d) Short Communication
 - (e) Collection of data
-

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

दिसम्बर, 2014

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1.1 किसी प्रलेख के भौतिक उत्पादन में निहित सक्रियाओं की व्याख्या कीजिए।

अथवा

1.2 एक विशिष्ट पुस्तकालय में स्वचालन कार्य आरंभ करने के लिए एक विस्तृत प्रस्ताव तैयार कीजिए।

2.1 भाषित तथा लिखित सम्प्रेषण के बीच अंतर बतलाइए।

अथवा

2.2 अनुच्छेद क्या है? अनुच्छेदों के विभिन्न प्रकारों के बारे में संक्षेप में लिखिए।

3.1 'तकनीकी सम्प्रेषण' (टेक्नीकल कम्युनिकेशन) पद को परिभाषित कीजिए। इसके अभिलक्षणों, कार्यों तथा सामाजिक एवं नैतिक पहलुओं की चर्चा कीजिए।

अथवा

3.2 समीक्षा लेख (रिव्यू आर्टिकल) क्या है? इसे तैयार करने में निहित चरणों का वर्णन कीजिए।

4.1 सम्पादकों के लिए आवश्यक विभिन्न प्रकार के सम्पादकीय उपकरणों को सूचीबद्ध कीजिए। उन उद्देश्यों की चर्चा कीजिए, जिनके लिए इनकी आवश्यकता होती है।

अथवा

4.2 निम्नलिखित गद्यांश का पाठ-संशोधन (प्रूफ रीडिंग) कीजिए :

The basic requirement for reducing the digital = divide for countries is to give priority to the development of their telecommunication and IT infrastructure in order to provide universal and affordable access to information to people in all Geographical areas of the Country. The government of India celebrated the year 2003 as the 150th year of Indian communication and telegraphy. The country has travelled a long way in improving its telecom sector. At the time of independence there were only 80,000 telephone subscribers and that was mostly in government organisations. Until the 1980s telecom was not a priority. However, the formulation

of the National Telecom Policy in 1994 and later improvements made in the policy in 1999 led to a significant growth in the telecom sector, with corporatisation of telecom services in 2000. The density of telephones has already increased from 1.44 percent to more than six percent. The cellular mobile sector has also grown exponentially from 1.2 million to more than 19 million subscribers. As well, the rural teledensity has increased from 0.4 percent to 1.5 per cent.

The Honourable Prime Minister has recently launched a pilot project of Rupees 3 crore (Ed. note: 30 million Rupees), the "Grameen *Sancahar Sewak*" project, in a bid to promote telecom services for rural people using WLL (Wireless in Local Loop) technology. The project has been conceptualised to provide accessibility to public telephone service to rural populations at their doorstep by worldwide Web technology. The Scheme would be implemented through the Grameen Dak Sewak (Village Post delivery agents). These agents would work as the franchisees of the telecom department. The agents would be provided wireless telephones with display facilities, so when an agent goes to houses to deliver letters, he would carry a fixed wireless telephone to facilitate phone service to all citizens of that area. In the initial phase this pilot project would cover about 800 villages in 21 telecom circles covering all the states except Andaman and Nicobar Islands, Haryana and Punjab. About 1,800 village postal agents would be used for this purpose?

The IT infrastructure, particularly the penetration of information technology, has improved but a lot still needs to be done particularly in rural and remote areas. According to the International Data Corporation, the estimate of Internet users was around one million, which reached to more than five million in 2003-2004, making India the fourth largest international market in Asia. Growth will depend on low-cost access, low-cost personal computers and Internet cable, and increasing competitive Internet service providers (ISP), which is now becoming a reality.

According to the largest projection of goi and nassCOM, the total Inter Net connection and users reached 15 million and 50 million by the end of the year 2003. The rapid advancement in the IT industry and its impact on society has brought significant social changes. Earlier, people were reluctant to plunge into IT communication. Now all states have had a sudden change in their thinking and are coming to vital decisions to boost their IT sector.

The government of India has declared IT as one of the thrust areas for the country's development and has recognized it as an essential service. States like Andhra Pradesh, Karnataka, Maharashtra, West Bengal and now Tamil Nadu has been playing a significant role in introducing IT for industrial and economic development. These states have active action plans emphasizing the growth of IT industries that will extend the benefits of IT application to all types of industries, enterprises, and private and public organisations and institutions.

5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :

- (a) पठनीयता का परिसूत्र
- (b) विवरणात्मक निबंध
- (c) तकनीकी लेखन में दृश्य-सामग्री की भूमिका
- (d) संक्षिप्त सम्प्रेषण
- (e) डेटा संग्रह

No. of Printed Pages : 8

MLIE-104

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

Term-End Examination

June, 2015

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : *Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.*

- 1.1** Differentiate between oral, audio-visual and written communication. Discuss the different forms of written communication with examples.

OR

- 1.2** Explain the characteristics of readers. Discuss the need for and the importance of reader analysis in technical writing.

- 2.1** What is a dialect ? Explain the reasons why people speak differently from one another.

OR

- 2.2** What is readability ? Discuss the factors, as suggested by Harrison, which influence the readability of a text.

- 3.1** What do you mean by the style of presentation ?
Discuss the structural components to be considered for an effective presentation of data.

OR

- 3.2** What are in-house bulletins ? Describe their categories along with the characteristics of each category.

- 4.1** Define 'copy editing'. Discuss the routine tasks involved in copy editing with examples.

OR

- 4.2** Correct (proof-read) the text given below :

Print form is one of the oldest medium of recording know ledge and communication. After the introduction of computers, communication networks and Internet, print form of publications like books and journals have manifested into electronic formats such as e-books, e-journals, e-newspapers and e-magazines. e-publication is the publication of any kind of information on any form of electronic media. They have got many advantage as compared to its print counterpart like portability, easy and anytime access,

searchability, space-saving, customized content, multimedia features, user friendly interfaces, etc. However, e-publications also present some issues which needs our attention.

One of the main problem we faces with e-books and e-journals are their incompatible formats. Even today print publications are cheaper than e-publications. Any new technology provides many new application but also poses some new problems and challenges. The advent of Internet and Web technologies have given rise to increased concerns regarding plagiarizm, illegal copying and distribution of digital content including e-books and e-journals. Digital Rights Management (DRM) addresses these issues and protects the rights of the content providers. Two day the main issue for librarians is how library services have to be changed to accommodate e-books and e-journals into the library collections. The problems are faced by the libraries that need to be discussed are licensing issues, user authentication, data encription, cataloguing and prooving access to e-collections.

Also the library staffs needs suitable training in the use and management of e-publications particularly e-books which sometimes require specific reader(s)/reading device(s).

New business models and marketing strategies need to be adopted for e-publications. There had also many problems that are faced by the authors, e-publishers and book sellers yet to be discussed in national professional forums in Indian context so that we can reach to some consensus between these groups.

5.0 Write short notes on any *three* of the following
(in about 300 words each) :

- (a) Fog Index
 - (b) Developmental paragraph
 - (c) Narrative Discourse
 - (d) Dissertation vs. Thesis
 - (e) Peer-Review
-

एम.एल.आई.ई.-104

**पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि (संशोधित)**

सत्रांत परीक्षा

जून, 2015

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।
अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए
आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए । उत्तर
लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए ।

- 1.1** मौखिक, दृश्य-श्रव्य तथा लिखित संचार के बीच अंतर स्पष्ट कीजिए । लिखित संचार के विभिन्न रूपों की चर्चा उदाहरणों सहित कीजिए ।

अथवा

- 1.2** पाठकों के अभिलक्षणों की व्याख्या कीजिए । तकनीकी लेखन में पाठक विश्लेषण की आवश्यकता तथा महत्व की चर्चा कीजिए ।

- 2.1** बोली (उपभाषा) क्या है ? लोग एक-दूसरे से भिन्न बोली क्यों बोलते हैं ? इसके कारणों की व्याख्या कीजिए ।

अथवा

- 2.2** पठनीयता क्या है ? किसी मूलपाठ की पठनीयता को प्रभावित करने वाले, हैरिसन द्वारा प्रस्तावित, तत्त्वों की चर्चा कीजिए ।

- 3.1** प्रस्तुतीकरण-शैली से आप क्या समझते हैं ? डेटा के प्रभावी प्रस्तुतीकरण में विचारणीय संरचनात्मक घटकों की चर्चा कीजिए ।

अथवा

- 3.2** इन-हाउस बुलेटिन्स क्या हैं ? इनकी कोटियों का वर्णन प्रत्येक कोटि के अभिलक्षणों के साथ कीजिए ।
- 4.1** 'कॉपी-एडिटिंग' को परिभाषित कीजिए । कॉपी एडिटिंग में निहित रूटीन कार्यों की चर्चा उदाहरणों सहित कीजिए ।

अथवा

- 4.2** नीचे दिए गए पाठ का (प्रूफ-संशोधन) कीजिए :

Print form is one of the oldest medium of recording know ledge and communication. After the introduction of computers, communication networks and Internet, print form of publications like books and journals have manifested into electronic formats such as e-books, e-journals, e-newspapers and e-magazines. e-publication is the publication of any kind of information on any form of electronic media. They have got many advantage as compared to its print counterpart like portability, easy and anytime access,

searchability, space-saving, customized content, multimedia features, user friendly interfaces, etc. However, e-publications also present some issues which needs our attention.

One of the main problem we faces with e-books and e-journals are their incompatible formats. Even today print publications are cheaper than e-publications. Any new technology provides many new application but also poses some new problems and challenges. The advent of Internet and Web technologies have given rise to increased concerns regarding plagiarizm, illegal copying and distribution of digital content including e-books and e-journals. Digital Rights Management (DRM) addresses these issues and protects the rights of the content providers. Two day the main issue for librarians is how library services have to be changed to accommodate e-books and e-journals into the library collections. The problems are faced by the libraries that need to be discussed are licensing issues, user authentication, data encription, cataloguing and proving access to e-collections.

Also the library staffs needs suitable training in the use and management of e-publications particularly e-books which sometimes require specific reader(s)/reading device(s).

New business models and marketing strategies need to be adopted for e-publications. There had also many problems that are faced by the authors, e-publishers and book sellers yet to be discussed in national professional forums in Indian context so that we can reach to some consensus between these groups.

5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :

- (क) फॉग इंडेक्स
- (ख) डेवलपमेंटल पैरागाफ़ (विकासात्मक अनुच्छेद)
- (ग) नैरेटिव डिसकोर्स (विवरणात्मक निबंध)
- (घ) डिसर्टेशन बनाम थीसिस
- (ङ) पीअर-रिव्यू

00050

No. of Printed Pages : 8

MLIE-104

MASTER OF LIBRARY AND INFORMATION

SCIENCE (Revised)

Term-End Examination

December, 2015

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt *all* questions. All questions carry *equal* marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

- 1.1** What do you mean by instructional material ? Describe the structural outline of a chapter on 'written communication'.

OR

- 1.2** Briefly explain the reader-writer relationship involved in the development of instructional documents and promotional materials.

- 2.1** Discuss in brief the steps involved in the process of writing a thesis with examples.

OR

- 2.2** "Failure to use appropriate punctuation can be a cause of aberration." Elaborate the statement with appropriate examples.

3.1 Define 'technical report'. Explain the characteristics and types of technical reports.

OR

3.2 Describe the basic qualities of an editor. Elaborate the responsibilities of an editor.

4.1 Describe the features of important editorial tools which are used to present the text correctly in standardised forms.

OR

4.2 Correct (proof-read) the text given below :

The open-source movement is surpassing more and more often as an undercurrent in the busy flow of discussion swirling around software development in higher education. Most often it comes up for mention as a response to the increasing predomination of commercial, proprietary software in use on campuses. As operating systems, development tools, desk top applications, and enterprise software all have become large, complicated, and expensive, an increasing number of IT professionals are looking for not just alternative products and sources, but at a different way to develop and

support software. It open-source fulfill its proponents' hopes to even a modest degree,

the effect on IT practices in higher education will be substantial. Open-source can be defined as an approach to software development and intellectual property in which program code is unavailable to all participants and can not be modified by any of them. Those modifications are then distributed back to the community of developers working with the soft ware. In this methodology, licensing serves primarily to discontinue the identities of all the participants, documenting the development of the code and the originators of changes, enhancements, and derivative off-shots.

Open Source Movement Indian are a group of pupil aiming to contribute towards employment growth & economic development of India via increasing the IT market share of India from 5% to over 50%. Currently we are only an advocacy group and are not involved in implementation atall. We are spread the word to the night people and expect them to take advantage of the

opportunity. This is the idea on basis of which this group was founded and hence the name of the group. We strongly believe that this small and simple idea can be converted into a revolution with little support from each one of us. There is an noticeable increase in use of open source software in the industry these days. We don't think we need to prove that point. The idea is if we can train students at an early age to join this phenomenon then India can be a leading player in the open source software revaluation. Extremely large know ledge base of open source software will ensure our dominance in the open source arial and will ultimately ensure your position as the market leader of the IT industry.

5.0 Write short notes on any *three* of the following (in about 300 words each) :

- (a) Flesch Formula
- (b) Mass Communication
- (c) Importance of Visuals
- (d) Article Review
- (e) Reader Analysis

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि (संशोधित)

सत्रांत परीक्षा

दिसम्बर, 2015

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं । अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए । उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए ।

1.1 अनुदेशात्मक सामग्री से आप क्या समझते हैं ? 'लिखित संचार' से सम्बन्धित अध्याय की संरचनात्मक रूपरेखा का वर्णन कीजिए ।

अथवा

1.2 अनुदेशात्मक प्रलेखों एवं प्रवर्तनात्मक सामग्रियों के विकास में निहित पाठक-लेखक सम्बन्ध की संक्षिप्त व्याख्या कीजिए ।

2.1 थीसिस लिखने की प्रक्रिया में निहित चरणों की उदाहरणों सहित संक्षिप्त चर्चा कीजिए ।

अथवा

2.2 "उपयुक्त विरामचिह्नों के प्रयोग में असफलता मूल-अर्थ से भटका देती है ।" उपयुक्त उदाहरणों के साथ इस कथन का विस्तार कीजिए ।

- 3.1** 'तकनीकी प्रतिवेदन' को परिभाषित कीजिए । तकनीकी प्रतिवेदनों के अभिलक्षणों तथा प्रकारों की व्याख्या कीजिए ।

अथवा

- 3.2** एक सम्पादक के मूल गुणों का वर्णन कीजिए । एक सम्पादक के दायित्वों को विस्तारपूर्वक बताइए ।

- 4.1** पाठ को मानकीकृत रूपों में सही-सही प्रस्तुत करने हेतु प्रयुक्त महत्वपूर्ण सम्पादकीय उपकरणों की विशिष्टताओं का वर्णन कीजिए ।

अथवा

- 4.2** निम्नलिखित पाठ का प्रूफ-संशोधन कीजिए :

The open-source movement is surpassing more and more often as an undercurrent in the busy flow of discussion swirling around software development in higher education. Most often it comes up for mansion as a response to the increasing predomination of commercial, proprietary software in use on campuses. As operating systems, development tools, desk top applications, and enterprise software all have become large, complicated, and expensive, an increasing number of IT professionals are looking for not just alternative products and sources, but at a different way to develop and

support software. It open-source fulfill its proponents' hopes to even a modest degree,

the effect on IT practices in higher education will be substantial. Open-source can be defined as an approach to software development and intellectual property in which program code is unavailable to all participants and can not be modified by any of them. Those modifications are then distributed back to the community of developers working with the software. In this methodology, licensing serves primarily to discontinue the identities of all the participants, documenting the development of the code and the originators of changes, enhancements, and derivative off-shots.

Open Source Movement Indian are a group of pupil aiming to contribute towards employment growth & economic development of India via increasing the IT market share of India from 5% to over 50%. Currently we are only an advocacy group and are not involved in implementation at all. We are spread the word to the right people and expect them to take advantage of the

opportunity. This is the idea on basis of which this group was founded and hence the name of the group. We strongly believe that this small and simple idea can be converted into a revolution with little support from each one of us. There is an noticeable increase in use of open source software in the industry these days. We don't think we need to prove that point. The idea is if we can train students at an early age to join this phenomenon then India can be a leading player in the open source software revaluation. Extremely large know ledge base of open source software will ensure our dominance in the open source arial and will ultimately ensure your position as the market leader of the IT industry.

5.0 निम्नलिखित में से किन्हीं *तीन* पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक लगभग 300 शब्दों में) :

- (क) फ्लेश फॉर्मूला
- (ख) जन-संचार
- (ग) दृश्य सामग्रियों (वीजुअल्स) का महत्त्व
- (घ) आलेख समीक्षा
- (ङ) पाठक विश्लेषण

No. of Printed Pages : 8

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

June, 2016

69500

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

- 1.1** Define the term technical writing. Explain the characteristic features of proposal writing for initiating RFID system in a special library.

OR

- 1.2** 'Any piece of technical writing has to be slanted towards the requirements of the readers'. Elaborate the statement keeping in view different writing situations and users requirements.

- 2.1** Elaborate on reader-writer relationship involved in the preparation of instructional documents, reports and promotional material.

OR

- 2.2** What is readability ? Discuss the factors that determine the readability of a textual matter. Illustrate your answer with the help of suitable examples.

- 3.1 Explain in detail the different styles of presenting data in a technical document.

OR

- 3.2 What is a review article ? Describe its types, features and method of preparation.

- 4.1 What do you understand by the term 'Copy editing' ? Explain with examples the routine tasks involved in copy editing.

OR

- 4.2 Correct (proof read) the text given below :

THE Indian community in the U.K has a unique place in our Diaspora. The U.K. is the first country which has an indian community truly representative of its diversity. The coloniel connection between India and the U.K. had ensured intimate interaction between the two countries at all levels for over two Centuries. This has obviously contributed to the evolution of a Indian community in Britain *comprising* of all sections of the peoples. The presence of a moderate intellectual elite comprising of very eminent patriots like Dadabhai Naoroji and GopalKrishanGokhale ensured Indian participation in the British political process from the early stages of Indias Independence Movement. Dadabhai Naoroji elected to the House of Commons as a Liberal Member as early as 1892. He was a successful Parsi businessman, who became the Grand Old Man of the Congress represented Indian opinion in the U.K, and applied his liberal education and experience in the UK to India's problems. He was followed by Sir Mancherjee Bhawangree (Conservative, 1895 to 1906) and Shapurji Saklatvala (Labour, 1922,

and as Communist MP, 1924). A number of Indian organisations were founded in Britain to work for India's independence. Almost all of them believed in mobilizing British public opinion for their cause. This further contributed to Indians becoming a part of the British political process. The Indian student bodies in Oxford and Cambridge were among the most active student organisations in these universities. Krishna Menon enjoyed personal friendship with the leadership of the Labour Party.

A large number of Indian leaders of the Independence Movement, including Mahatma Gandhi, were deeply influenced by the liberal education they had received in the U.K. The non-violent nature of the Indian Independence Movement resulted not only in the peaceful departure of the British from India but also helped in continuation of ties with the UK. Participation of a large number of Indian soldiers in both the First and Second World Wars had also created special bonds between the Armed forces of the two countries. The largest number of Victoria Cross recipients were Indians. Because of these bonds, a number of people in India felt that they had claims on the Empire as equal citizens. This was an important factor in the migration of Sikhs to various parts of the Empire. The foundations of Indology were laid in the UK during the colonial times. Every major university in the UK had departments for deep and serious India studies. The civilisational impact of India was felt in the UK very strongly in the 19th century owing to the works of India's social reformers and philosopher Raja Ram Mohun Roy and British personalities who studied the civilization of India.

Warren Hastings expressed deep praise for the Bhagawat gita as the most wonderful text of its kind in the world. The colonial policy had moreover resulted in the emergence of Indian communities in virtually every part of the Empire. Through their hard work, perseverance and expertise they played a vital role in the transformation of these colonies into organised economies and modern states. A number of these PIOs subsequently migrated to Britain, thus creating unique segments within the large Indian Diaspora of the U.K. The presence of such extraordinary diversity in a country with which India had over two centuries of colonial relationship had resulted in this truly unique Diaspora. A substantial presence of PIOs in the British Parliament, several hundred Councillors and a substantial number of mayors reflect the significant participation of PIOs in the public life and political processes in the UK. Among other prominent PIO citizens are the industrial giants, hoteliers, traders, media men, scientists, artists, cultural and literary figures, academicians and sportsmen of eminence.

5.0 Write short notes on **any three** of the following (in about 300 words each) :

- (a) Corporate writing
- (b) Diction
- (c) Oral communication
- (d) Peer review
- (e) Standards

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

जून, 2016

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 तकनीकी लेखन पद को परिभाषित कीजिए। एक विशिष्ट पुस्तकालय में आर.एफ.आई.डी प्रणाली आरंभ करने हेतु प्रस्ताव लेखन की अभिलाक्षणिक विशेषताओं की व्याख्या कीजिए।

अथवा

- 1.2 “तकनीकी लेखन पाठकों की अपेक्षाओं के दृष्टिगत होना चाहिए”
- विभिन्न लेखन परिस्थितियों तथा उपयोक्ता आवश्यकताओं का ध्यान रखते हुए इस वक्तव्य की व्याख्या कीजिए।

- 2.1 अनुदेशात्मक प्रलेख, प्रतिवेदन एवं प्रचार सामग्री को बनाने में सन्निहित “पाठक - लेखक सम्बन्ध” की व्याख्या कीजिए।

अथवा

- 2.2 पठनीयता क्या है? पाठ्य विषय की पठनीयता निर्धारित करने वाले कारकों का वर्णन कीजिए। उपयुक्त उदाहरणों द्वारा अपने उत्तर को स्पष्ट कीजिए।

- 3.1 एक तकनीकी प्रलेख में डाटा प्रस्तुत करने की विभिन्न शैलियों की विस्तार से व्याख्या कीजिए।

अथवा

- 3.2 समीक्षा लेख क्या है? इसके प्रकारों, विशेषताओं एवं बनाने की विधि का वर्णन कीजिए।

- 4.1 “प्रतिलिपि संपादन” पद से आप क्या समझते हैं? प्रतिलिपि संपादन में सन्निहित नैतिक कार्यों की सोदाहरण व्याख्या कीजिए।

अथवा

- 4.2 निम्नांकित मूल पाठ की त्रुटियों का परिहार (प्रूफ रीडिंग) कीजिए :

THE Indian community in the U.K has a unique place in our Diaspora. The U.K. is the first country which has an indian community truly representative of its diversity. The coloniel connection between India and the U.K. had ensured intimate interaction between the two countries at all levels for over two Centuries. This has obviously contributed to the evolution of a Indian community in Britain *comprising* of all sections of the peoples. The presence of a moderate intellectual elite comprising of very eminent patriots like Dadabhai Naorojji and GopalKrishanGokhale ensured Indian participation in the British political process from the early stages of Indias Independence Movement. Dadabhai Naoroji elected to the House of Commons as a Liberal Member as early as 1892. He was a successful Parsi businessman, who became the Grand Old Man of the Congress represented Indian opinion in the U.K, and applied his liberal education and experience in the UK to India's problems. He was followed by

Sir Mancherjee Bhawangree (Conservative, 1895 to 1906) and Shapurji Saklatvala (Labour, 1922, and as Communist MP, 1924). A number of Indian organisations were founded in Britain to work for India's independence. Almost all of them believed in mobilizing British public opinion for their cause. This further contributed to Indians becoming a part of the British political process. The Indian student bodies in Oxford and Cambridge were among the most active student organisations in these universities. Krishna Menon enjoyed personal friendship with the leadership of the Labour Party.

A large number of Indian leaders of the Independence Movement, including Mahatma Gandhi, were deeply influenced by the liberal education they had received in the U.K. The non-violent nature of the Indian Independence Movement resulted not only in the peaceful departure of the British from India but also helped in continuation of ties with the UK. Participation of a large number of Indian soldiers in both the First and Second World Wars had also created special bonds between the Armed forces of the two countries. The largest number of Victoria Cross recipients were Indians. Because of these bonds, a number of people in India felt that they had claims on the Empire as equal citizens. This was an important factor in the migration of Sikhs to various parts of the Empire. The foundations of Indology were laid in the UK during the colonial times. Every major university in the UK had departments for deep and serious India studies. The civilisational impact of India was felt in the UK very strongly in the 19th century owing to the works of India's social reformers and

philosopher Raja Ram Mohun Roy and British personalities who studied the civilization of India. Warren Hastings expressed deep praise for the Bhagawat gita as the most wonderful text of its kind in the world. The colonial policy had moreover resulted in the emergence of Indian communities in virtually every part of the Empire. Through their hard work, perseverance and expertise they played a vital role in the transformation of these colonies into organised economies and modern states. A number of these PIOs subsequently migrated to Britain, thus creating unique segments within the large Indian Diaspora of the U.K. The presence of such extraordinary diversity in a country with which India had over two centuries of colonial relationship had resulted in this truly unique Diaspora. A substantial presence of PIOs in the British Parliament, several hundred Councillors and a substantial number of mayors reflect the significant participation of PIOs in the public life and political processes in the UK. Among other prominent PIO citizens are the industrial giants, hoteliers, traders, media men, scientists, artists, cultural and literary figures, academicians and sportsmen of eminence.

5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक लगभग 300 शब्दों में) :

- (a) समष्टि लेखन
- (b) शब्द योजना
- (c) मौखिक संप्रेषण
- (d) पियर रिव्यू
- (e) मानक

No. of Printed Pages : 8

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2016

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Differentiate between technical writing and creative writing. Explain the technical writing skills needed by information professionals for various writing situation.

OR

1.2 What do you understand by Oral Communication ? Explain how it can ensure success while conducting orientation for new students in a college library.

2.1 What do you understand by reader analysis ? State the characteristics of the reader that influence technical writing.

OR

2.2 What is a paragraph ? Discuss its different types.

3.1 What are the functions of a language ? Give reasons for language variations. Discuss different kinds of dialects.

OR

3.2 'The value of a technical or scientific document correlates positively with the accuracy, precision and completeness of information'. Elaborate upon the statement.

4.1 What are the duties of an editor ? Discuss the skills which an editor should possess to carry out these duties.

OR

4.2 Correct (proof read) the text given below :

The origins of the present day Indian Diaspora lay in the variety of interactions between the long British Raj and India. The Parsi community of Gujarat and the Bengali community arrived Britain in the 18th and 19th centuries as qualified lawyers, doctors, professionals to settle down in the UK. The Parsis dominated the India community in the U.K. as the earliest settlers. During the First and Second World Wars, many British Indian Army soldiers who were part of the war effort, settled down in Britain. The largest settlements however, occurred after 1947. The first influx of Indians into the UK from the post independence India took place in the 50s and 60s. Large numbers of workers, mainly of Punjabi origin, went to the UK in the aftermath of the post-World War-II reconstruction efforts in the industrial sectors. The second major wave was in the 60s and 70s when PIOs, mainly of Gujarati origin, were forced to leave erstwhile British colonies in East Africa. The Asians who were uprooted from Uganda in large numbers by Idi-Amin constituted an important segment of the PIOs who went in Britain in a large influx in the early and mid 70s. Many of them left the UK for the USA thereafter reflecting secondary and tertiary waves of PIO migration. The second wave had considerable expertise in trade and business.

The economic successes and prosperity of the Indian community in the UK commenced in a major way with this second wave of migration, establishing the Indians as shopkeepers in the nation of shopkeepers. It made a major impact on the socio-economic landscape of the UK and its multi-cultural fabric. The Sikh migrant communities initially comprised only of men, resulting in large demographic gender imbalances. The arrival of families in the UK had the effect of strengthening the pattern of family life along the lines that existed in India. Traditional customs, religions and cultural values were also maintained. Second and third generation Asians, however, had difficulties in conforming to them. The pressures of discrimination from the dominant society led to further strains and consolidation of the traditional lifestyle of the minorities. However, the growth of an Asian sub-culture is seen in the combined Bhangra and Western dance music, which reflects the synthesis of the British and Asian cultures. The Asian and Afro-Caribbean communities in the 50s and 60s experienced difficulties in assimilation in the UK owing to

their very distinct lifestyles and cultures which were vastly different from those of the mainstream host society. This brought a new concept of multi-culturalism on the public agenda of the UK, which emphasized the need of co-existence of different cultures to enrich the multi-cultural fabric of the nation.

In the last decade, the population of the UK has remained stable, but it has been ageing like the population of many other developed countries. This has led to a dependence on young workers from non-Western countries, especially high-tech

skilled workers such as ITT experts, doctors, teachers and engineers. The number of British work permits issued to immigrants from India has risen steadily from 1,997 in 1995 to 5,663 in 1999. Of the total number of work permits granted in 1999, by the UK, 51.4 percent were for work in the computer industry. At least two-thirds of all software professionals now entering Britain are from Indian. This is due to amendments in the work permits rules last year which facilitate the entry of more information technology-trained foreigners. Those amendments have opened the floodgates for Indian IT, professionals, as Britain faces a massive skills shortage in IT. Government figures show 18,257 foreign IT professionals coming to Britain in 2,000. Of them, 11,474 were from India. In 2001, according to official estimates, these numbers are rising faster. Last year, the second highest number of IT professionals (2,034) came from the US, of whom, many are of Indian origin. Many of the 748 professionals whom came from South Africa, and the 708 who came from Australia are also reportedly of Indian origin. Within Asia, Indian professionals have clearly taken a substantial lead over other in taking up IT jobs in Britain. 132 came from Pakistan, 69 from Sri Lanka and 15 from Bangladesh. India is thus becoming a generic supplier of skills to Britain, as indeed to the rest of the developed world.

- 5.0 Write short notes on any three of the following (in about 300 words each) :
- (a) Readability Yardstick
 - (b) Descriptive discourse
 - (c) Collection of data
 - (d) Dissertations
 - (e) Style manuals

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

दिसम्बर, 2016

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1.1 तकनीकी लेखन व सृजनात्मक लेखन में विभेद कीजिए। सूचना व्यावसायियों द्वारा विभिन्न लेखन परिस्थितियों में आवश्यक तकनीकी लेखन कौशलों की व्याख्या कीजिए।

अथवा

1.2 मौखिक संप्रेषण से आप क्या समझते हैं? यह किस प्रकार महाविद्यालय के नये छात्रों के अभिमुखीकरण संचालन की सफलता सुनिश्चित कर सकता है - व्याख्या कीजिए।

2.1 पाठक विश्लेषण से आप क्या समझते हैं? पाठक के उन अभिलक्षणों को व्यक्त कीजिए जो तकनीकी लेखन पर प्रभाव डालते हैं।

अथवा

2.2 अनुच्छेद क्या है? इसके विभिन्न प्रकारों की विवेचना कीजिए।

3.1 भाषा के क्या-क्या कार्य हैं? भाषाई विभिन्नताओं के कारणों का उल्लेख कीजिए। विभिन्न प्रकार की बोलियों की विवेचना कीजिए।

अथवा

3.2 'तकनीकि या वैज्ञानिक प्रलेख का मूल्य, सूचना की शुद्धता, सटीकता एवं पूर्णता के साथ सकारात्मक सम्बन्ध रखता है' वक्तव्य की विस्तारपूर्वक व्याख्या कीजिए।

4.1 एक संपादक के क्या-क्या कर्तव्य हैं? इन कर्तव्यों के संचालन हेतु संपादक में क्या-क्या कौशल होने चाहिए, विवेचना कीजिए।

अथवा

4.2 निम्नांकित मूल पाठ की त्रुटियों का परिहार (प्रूफ रीडिंग) कीजिए :

The origins of the present day Indian Diaspora lay in the variety of interactions between the long British Raj and India. The Parsi community of Gujarat and the Bengali community arrived Britain in the 18th and 19th centuries as qualified lawyers, doctors, professionals to settle down in the UK. The Parsis dominated the India community in the U.K. as the earliest settlers. During the First and Second World Wars, many British Indian Army soldiers who were part of the war effort, settled down in Britain. The largest settlements however, occurred after 1947. The first influx of Indians into the UK from the post independence India took place in the 50s and 60s. Large numbers of workers, mainly of Punjabi origin, went to the UK in the aftermath of the post-World War-II reconstruction efforts in the industrial sectors. The second major wave was in the 60s and 70s when PIOs, mainly of Gujarati origin, were forced to leave erstwhile British colonies in East Africa. The Asians who were uprooted from Uganda in large numbers by Idi-Amin constituted an important segment of the PIOs who went in Britain in a large influx in the early and mid 70s. Many of them left the UK for the USA thereafter reflecting secondary and tertiary waves of PIO migration. The second wave had considerable expertise in trade and business.

The economic successes and prosperity of the Indian community in the UK commenced in a major way with this second wave of migration, establishing the Indians as shopkeepers in the nation of shopkeepers. It made a major impact on the socio-economic landscape of the UK and its multi-cultural fabric. The Sikh migrant communities initially comprised only of men, resulting in large demographic gender imbalances. The arrival of families in the UK had the effect of strengthening the pattern of family life along the lines that existed in India. Traditional customs, religions and cultural values were also maintained. Second and third generation Asians, however, had difficulties in conforming to them. The pressures of discrimination from the dominant society led to further strains and consolidation of the traditional lifestyle of the minorities. However, the growth of an Asian sub-culture is seen in the combined Bhangra and Western dance music, which reflects the synthesis of the British and Asian cultures. The Asian and Afro-Caribbean communities in the 50s and 60s experienced difficulties in assimilation in the UK owing to

their very distinct lifestyles and cultures which were vastly different from those of the mainstream host society. This brought a new concept of multi-culturalism on the public agenda of the UK, which emphasized the need of co-existence of different cultures to enrich the multi-cultural fabric of the nation.

In the last decade, the population of the UK has remained stable, but it has been ageing like the population of many other developed countries. This has led to a dependence on young workers from non-Western countries, especially high-tech skilled workers such as IT experts, doctors, teachers and engineers. The number of British

work permits issued to immigrants from India has risen steadily from 1,997 in 1995 to 5,663 in 1999. Of the total number of work permits granted in 1999, by the UK, 51.4 percent were for work in the computer industry. At least two-thirds of all software professionals now entering Britain are from Indian. This is due to amendments in the work permits rules last year which facilitate the entry of more information technology-trained foreigners. Those amendments have opened the floodgates for Indian IT, professionals, as Britain faces a massive skills shortage in IT. Government figures show 18,257 foreign IT professionals coming to Britain in 2,000. Of them, 11,474 were from India. In 2001, according to official estimates, these numbers are rising faster. Last year, the second highest number of IT professionals (2,034) came from the US, of whom, many are of Indian origin. Many of the 748 professionals whom came from South Africa, and the 708 who came from Australia are also reportedly of Indian origin. Within Asia, Indian professionals have clearly taken a substantial lead over other in taking up IT jobs in Britain. 132 came from Pakistan, 69 from Sri Lanka and 15 from Bangladesh. India is thus becoming a generic supplier of skills to Britain, as indeed to the rest of the developed world.

5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक लगभग 300 शब्दों में) :

- पठनीयता मानदण्ड
- विवरणात्मक व्याख्यान
- डाटा संग्रह
- शोध प्रबंध
- स्टाइल मैनुअल

No. of Printed Pages : 5

MLIE-104

**MASTER OF LIBRARY AND INFORMATION
SCIENCE (Revised)**

Term-End Examination

01020

June, 2017

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Define the term 'technical writing'. Discuss the writing situation relevant to LIS field with their specific characteristics.

OR

1.2 Discuss the characteristics of readers. Dwell on the importance of reader analysis in technical writing.

2.1 Enumerate and discuss the steps involved in the writing process. Illustrate your answer with examples.

OR

2.2 Elaborate on the readability formulae.

3.1 Give an account of the technical style.

OR

3.2 Enumerate the punctuation marks used in technical writing. Explain with examples the use of all the punctuation marks in sentences.

- 4.1** Discuss all types of technical communication comprising oral, non-verbal, written and electronic communication.

OR

- 4.2** Correct (proof read) the text given below :

Ranganathan, read manu samhita and was influenced by its Code relating to conduct of student teacher. As he correctly mentioned librarian have to attempt all efforts to its users like teachers to his student, "Sometimes all conscious attempt fail. Hence we have to act on the principle of" "the more, the merrier. By contacting the student intimately in varied situation, we may increase the chance to hit their nuclear element. So little is ever achieved by verbal transmission. As the teacher ful-fills himself more effectively through that intangible influence emanating from his Personality and transforms the students and throughs them into the most favourable mood for the creative enfoldment of their own personality". One may think that Ranganathans opinion originates from Manus narration. "The good should be taught to people without hearting them. one who desires merit should use his words sweetly and delicately".

- 5.0.** Write short notes on **any three** of the following (in about 300 words each) :

- (a) Sentence structure
- (b) Narrative discourse
- (c) Dissertation
- (d) Peer review
- (e) Regional dialects



www.ignouassignmentguru.com

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि
(संशोधित)

सत्रांत परीक्षा

जून, 2017

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 'तकनीकी लेखन' पद को परिभाषित कीजिए। एल.आई.एस. क्षेत्र से संबद्ध लेखन स्थितियों की विवेचना, उनके विशिष्ट अभिलक्षणों सहित कीजिए।

अथवा

- 1.2 पाठकों के अभिलक्षणों की विवेचना कीजिए। तकनीकी लेखन में पाठक विश्लेषण के महत्व का विशेष रूप में वर्णन कीजिए।

- 2.1 लेखन प्रक्रिया में निहित चरणों की परिगणना तथा विवेचना कीजिए। अपने उत्तर को सोदाहरण स्पष्ट कीजिए।

अथवा

- 2.2 पठनीयता परिसूत्र की विस्तृत व्याख्या कीजिए।

3.1 तकनीकी शैली का ब्यौरा दीजिए।

अथवा

3.2 तकनीकी लेखन में प्रयुक्त विराम चिह्नों की परिगणना कीजिए। सभी विराम चिह्नों का उदाहरणों की सहायता से वाक्यों में प्रयोग करते हुए, व्याख्या कीजिए।

4.1 तकनीकी संचार के सभी प्रकार जैसे मौखिक, गैर-मौखिक, लिखित तथा इलैक्ट्रॉनिक संचार की विवेचना कीजिए।

अथवा

4.2 नीचे दिए गए पाठ का प्रूफ संशोधन कीजिए :

Ranganathan, read manu samhita and was influenced by its Code relating to conduct of student teacher. As he correctly mentioned librarian have to attempt all efforts to its users like teachers to his student, "Sometimes all conscious attempt fail. Hence we have to act on the principle of" "the more, the merrier. By contacting the student intimately in varied situation, we may increase the chance to hit their nuclear element. So little is ever achieved by verbal transmission. As the teacher ful-fills himself more effectively throught that intangible influence emanating from his Personality and transforms the students and throughs them into the most favourable mood for the creative enfoldment of their own personality". One may think that Ranganathans opinion originates from Manus narration. "The good should be taught to people without hearting them. one who desires merit should use his words sweetly and delicately".

5.0. निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक लगभग 300 शब्दों में) :

- (a) वाक्य संरचना
 - (b) विवरणात्मक निबंध (नैरेटिव डिसकोर्स)
 - (c) शोध प्रबंध
 - (d) पिअर-रिव्यू
 - (e) क्षेत्रीय बोलियाँ
-



www.ignouassignmentguru.com

No. of Printed Pages : 4

MLIE-104

01315

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2017

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

- 1.1** Differentiate between the three types of communication - oral, audio-visual and written. Elaborate on the different forms of written communication with suitable examples.

OR

- 1.2** Prepare a brochure for a college library, describing the rules and regulations, collections, services, etc.

- 2.1** What is a dialect ? Why people of different regions speak different dialects ? Explain.

OR

- 2.2** What is readability ? Explain the importance of readers and text factors in readability.

- 3.1** What do you mean by the style of presentation ? Discuss the structural components to be taken into account for presentation of data.

OR

- 3.2 Highlight the importance and characteristics of review article in scientific communication. Discuss the steps involved in the preparation of a review article.
- 4.1 What is copy editing ? Discuss the routine tasks involved in it with examples.

OR

- 4.2 Correct (proof read) the text given below :
- Ranganathan pointed out That he has been applying The elements of statical calculus to library problems since 1925 and its manifold users inthe organisation of Library systems and and in the development of library technics. From 1925 onwards he was keeping a record of the number of volumes being added to the Madras University Library MUL, The number of visitors using the library, and the number of volumes being used in a year, He noticed The growth curv was really steep. This The study of growth pattern pattern which we observe in many bibliometrics writings. In MUL, Ranganatan used to maintain statistical records as to man hours required for every item of work in a year. In (1947), these very data helped him to develop a stuff formula for the Indian Institute of Science Library, International labour office, and Swedish Railways library also found the formula useful. In 1958, University Grants Commision of India adopted this formula for University libraries.
- 5.0 Write short notes on **any three** of the following (in about **300** words each) :
- (a) Fog index
 - (b) Physical production of manuscript
 - (c) Professional writing
 - (d) Oral communication
 - (e) Illustrations

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

दिसम्बर, 2017

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 तीन प्रकार के संचार - मौखिक, दृश्य-श्रव्य तथा लिखित के मध्य विभेद कीजिए। लिखित संचार के विभिन्न रूपों की उपयुक्त उदाहरणों सहित व्याख्या कीजिए।

अथवा

- 1.2 महाविद्यालय पुस्तकालय के लिए एक विवरण पुस्तिका (ब्रोशर) तैयार कीजिए जिसमें नियमों एवं विनियमों, संग्रह, सेवाओं, आदि का वर्णन किया गया हो।

- 2.1 बोली (उपभाषा) क्या है? विभिन्न क्षेत्रों के लोग भिन्न-भिन्न बोलियाँ क्यों बोलते हैं? व्याख्या कीजिए।

अथवा

- 2.2 पठनीयता क्या है? पठनीयता में पाठकों तथा मूलपाठ तत्त्वों के महत्त्व की व्याख्या कीजिए।

- 3.1 प्रस्तुतीकरण-शैली से आप क्या समझते हैं? डाटा के प्रस्तुतीकरण में ध्यान रखने योग्य संरचनात्मक घटकों की विवेचना कीजिए।

अथवा

3.2 वैज्ञानिक संप्रेषण में समीक्षा लेख के महत्त्व एवं अभिलक्षणों पर प्रकाश डालिए। समीक्षा लेख तैयार करने में निहित चरणों की विवेचना कीजिए।

4.1 प्रतिलिपि सम्पादन (कॉपी-एडिटिंग) क्या है? इसमें निहित नैतिक कार्यों की सोदाहरण विवेचना कीजिए।

अथवा

4.2 नीचे दिए गए पाठ का प्रूफ संशोधन कीजिए।

Ranganathan pointed out That he has been applying The elements of statical calculus to library problems since 1925 and its manifold users inthe organisation of Library systems and and in the development of library technics. From 1925 onwards he was keeping a record of the number of volumes being added to the Madras University Library MUL, The number of visitors using the library, and the number of volumes being used in a year, He noticed The growth curv was really steep. This The study of growth pattern pattern which we observe in many bibliometrics writings. In MUL, Ranganatan used to maintain statistical records as to man hours required for every item of work in a year. In (1947), these very data helped him to develop a stuff formula for the Indian Institute of Science Library, International labour office, and Swedish Railways library also found the formula useful. In 1958, University Grants Commision of India adopted this formula for University libraries.

5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक लगभग 300 शब्दों में) :

- (a) फॉण्ड इंडेक्स
- (b) हस्तलिपि का भौतिक उत्पादन
- (c) व्यवसायिक लेखन
- (d) मौखिक संचार
- (e) इलस्ट्रेशन

No. of Printed Pages : 4

MLIE-104

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

Term-End Examination

June, 2018

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : *Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.*

1.1 Bring out, the essential difference between oral, audio-visual, and written communication. Enumerate the different forms of written communication and describe each of them.

OR

1.2 Describe salient features of plans and proposals including their structures.

2.1 Give details of the steps involved in the process of writing a thesis highlighting its complete structure.

OR

2.2 Who is a reader ? Describe the types and characteristics of readers.

3.1 Differentiate between written and spoken communication.

OR

3.2 Write in brief the steps involved in writing process.

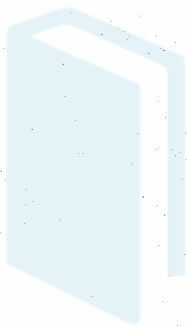
4.1 Harrison suggested some broad criteria that influence the readability of a text. Discuss them.

OR

4.2 Enumerate the punctuation marks. Recount each of them with suitable examples.

5.0 Write short notes on **any three** of the following (in about **300** words each) :

- (a) Sentence structure
- (b) Illustrations
- (c) Peer review
- (d) Developmental paragraph
- (e) Flesch formula



ignou
ASSIGNMENT GURU

www.ignouassignmentguru.com

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

जून, 2018

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

- 1.1 मौखिक, दृश्य-श्रव्य और लिखित संप्रेषण में अनिवार्य अंतर स्पष्ट कीजिए। लिखित संप्रेषण के विभिन्न रूपों की परिगणना कीजिए और प्रत्येक का वर्णन कीजिए।

अथवा

- 1.2 योजनाओं और प्रस्तावों की प्रमुख विशेषताओं और उनकी संरचना का वर्णन कीजिए।

- 2.1 शोध-प्रबंध लेखन की प्रक्रिया में निहित चरणों का विस्तृत वर्णन प्रस्तुत कीजिए और उसकी समग्र संरचना पर प्रकाश डालिए।

अथवा

- 2.2 पाठक कौन है? पाठकों के प्रकारों और विशेषताओं का वर्णन कीजिए।

- 3.1 लिखित और मौखिक संप्रेषण में अंतर स्पष्ट कीजिए।

अथवा

3.2 लेखन प्रक्रिया में निहित चरणों पर संक्षेप में लिखिए।

4.1 हरीसन ने पाठ की पठनीयता को प्रभावित करने वाले कुछ व्यापक मानदंडों का सुझाव दिया था। उनकी चर्चा कीजिए।

अथवा

4.2 विरामादि चिह्नों का उल्लेख कीजिए। उनमें से प्रत्येक का उपयुक्त उदाहरणों के साथ वर्णन कीजिए।

5.0 निम्नलिखित में से **किन्हीं तीन** पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :

- (a) वाक्य संरचना
- (b) सचित्र (Illustrations)
- (c) पियर रिव्यू
- (d) विकासात्मक अनुच्छेद
- (e) फ्लैश फार्मूला

ASSIGNMENT GURU

www.ignouassignmentguru.com

No. of Printed Pages : 4

MLIE-104

01281

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2018

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Describe various writing situations.

OR

1.2 Physical production of a document involves three operations. Detail the operations. Explain from your experience the role of information technology in the operations.

2.1 Prepare a brochure for a college library highlighting its rules and regulations, collections, services, etc.

OR

2.2 Detail the steps involved in conducting user studies in a library.

3.1 Enumerate the characteristics of human language. Describe any five of them.

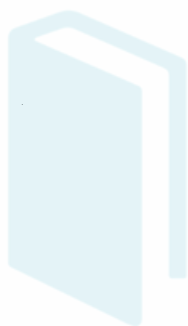
OR

3.2 Write an essay on word structure.

- 4.1 The reliability of a book is based on three factors. Describe each of them.

OR

- 4.2 Discuss readability formula with examples.
- 5.0 Write short notes on **any three** of the following (in about 300 words each) :
- (a) Reader analysis
 - (b) Fog index
 - (c) Course materials
 - (d) Creativity
 - (e) Translation



ignou

ASSIGNMENT GURU

www.ignouassignmentguru.com

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

दिसंबर, 2018

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1.1 विभिन्न लेखन स्थितियों का वर्णन कीजिए।

अथवा

1.2 प्रलेख के भौतिक रूप में प्रस्तुति के अंतर्गत तीन संक्रियाएँ शामिल हैं। इन संक्रियाओं को वर्णित कीजिए। अपने अनुभव के आधार पर संक्रियाओं में सूचना प्रौद्योगिकी की भूमिका की व्याख्या कीजिए।

2.1 किसी एक महाविद्यालय पुस्तकालय के नियमों-विनियमों, संग्रह, सेवाओं आदि पर प्रकाश डालते हुए एक विवरणिका (ब्रोशर) तैयार कीजिए।

अथवा

2.2 पुस्तकालय में उपयोक्ता अध्ययन के संचालन में निहित चरणों का वर्णन कीजिए।

- 3.1 मानव भाषा की विशेषताओं की परिगणना कीजिए। उनमें से किन्हीं पाँच का वर्णन कीजिए।

अथवा

- 3.2 शब्द संरचना पर एक निबंध लिखिए।

- 4.1 पुस्तक की विश्वसनीयता तीन कारकों पर आधारित है। प्रत्येक कारक की व्याख्या कीजिए।

अथवा

- 4.2 पठनीयता सूत्र की सोदाहरण चर्चा कीजिए।

- 5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :

- (a) पाठक विश्लेषण
- (b) फॉग सूचकांक (Fog Index)
- (c) पाठ्यक्रम सामग्री
- (d) सृजनात्मकता
- (e) अनुवाद

www.ignouassignmentguru.com

1907225

No. of Printed Pages : 4

MLIE-104

**MASTER OF LIBRARY AND
INFORMATION SCIENCE (MLIS)**

Term-End Examination

June, 2019

MLIE-104 : TECHNICAL WRITING

Time : 3 Hours

Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary, Write relevant question number before writing the answer.

1. What are the general characteristics of technical writing ? Describe the writing situations relevant to LIS field with their specific characteristics.

Or

Explain user satisfaction in the following areas of technical communication, library and information services, publishing and mass communication.

(A-44) P. T. O.

[2]

MLIE-104

2. What do you understand by language variation ? Discuss the reasons for such variations.

Or

Discuss the steps involved in the writing process. Illustrate your answer with suitable examples.

3. Give an account of technical style in technical writing.

Or

Explain in detail the different styles of presenting data in a technical communication.

4. What is an in-house bulletin ? Describe its categories along with their characteristics.

Or

Describe the basic qualities and responsibilities of an editor.

5. Write short notes on any *three* of the following (in about 300 words each) :
- (a) Reader analysis
 - (b) Introductory paragraph
 - (c) Aberrations in technical writing
 - (d) Short communication
 - (e) Readability and comprehension

[3]

MLIE-104

एम. एल. आई. ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर

उपाधि (एम. एल. आई. एस.)

सत्रांत परीक्षा

जून, 2019

एम. एल. आई. ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1. तकनीकी लेखन के सामान्य अभिलक्षण कौन-से हैं ?
एम. आई. एस. क्षेत्र के लिए प्रासंगिक लेखन स्थितियों और उनके विशिष्ट अभिलक्षणों का वर्णन कीजिए।

अथवा

तकनीकी संचार के निम्नलिखित क्षेत्रों में उपयोक्ता संतुष्टि की व्याख्या कीजिए : पुस्तकालय और सूचना सेवाएँ, प्रकाशन और जनसंचार।

[4]

MLIE-104

2. भाषा भिन्नता से आप क्या समझते हैं ? इस प्रकार की भिन्नताओं के कारणों की चर्चा कीजिए।

अथवा

लेखन प्रक्रिया से संबंधित विभिन्न चरणों की चर्चा कीजिए। उपयुक्त उदाहरणों के साथ अपने उत्तर को स्पष्ट कीजिए।

3. तकनीकी लेखन में तकनीकी शैली का लेखा-जोखा प्रस्तुत कीजिए।

अथवा

तकनीकी संचार में डाटा प्रस्तुत करने की विभिन्न शैलियों की विस्तार से व्याख्या कीजिए।

4. गृह-पत्रिका क्या है ? इसकी श्रेणियों और अभिलक्षणों का वर्णन कीजिए।

अथवा

संपादक के मूलभूत गुणों और उत्तरदायित्वों का वर्णन कीजिए।

5. निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :

- (क) पाठक विश्लेषण
- (ख) परिचयात्मक अनुच्छेद
- (ग) तकनीकी लेखन में विपथगमन
- (घ) लघु संचार
- (ङ) पाठकीयता और समझ

MLIE-104

1,000

(A-44)

No. of Printed Pages : 4

M00801

MLIE-104

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination,

December 2019

MLIE-104 : TECHNICAL WRITING

Time : 3 Hours]

[Maximum Marks : 100

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

- 1.1 Define the term 'Technical Writing'. Explain the technical writing skills needed for information professionals.

OR

- 1.2 Examine the correlation required to match reader requirements with different writing situations.

- 2.1 What are the different forms of discourse in technical writing? Explain any one form of discourse.

OR

- 2.2 What do you understand by the expression 'readability' in technical writing? Explain the importance of text factors in readability.

(2)

- 3.1 Enumerate the different levels which make English language functional. Describe any one such level in detail.

OR

- 3.2 Explain the importance of accuracy and organisation of information in scientific and technical writing.

- 4.1 Discuss the importance and characteristics of review articles in scientific communication. Describe the steps involved in the preparation of such articles.

OR

- 4.2 What is Copy editing? Describe the routine tasks involved in copy editing with examples.

- 5.0 Write short notes on **any three** of the following (in about 300 words each) :

- a) Communication chain
- b) Difference between spoken and written communication.
- c) Types of technical communication.
- d) Social and ethical aspects of technical communication.
- e) Creative and substantive editing



(3)

एम.एल.आई.ई.-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि
सत्रांत परीक्षा,
दिसंबर 2019

एम.एल.आई.ई. - 104 : तकनीकी लेखन

समय : 3 घण्टे]

[अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1.1 'तकनीकी लेखन' शब्द को परिभाषित कीजिए। सूचना व्यवसायियों के लिए तकनीकी लेखन कौशलों की आवश्यकता की व्याख्या कीजिए।

अथवा

1.2 विभिन्न लेखन स्थितियों के साथ पाठक आवश्यकताओं के मिलान के लिए अपेक्षित पारस्परिक संबंधों का विवेचन कीजिए।

2.1 तकनीकी लेखन में निबंध (discourse) के विभिन्न रूप कौन-से हैं? निबंध (Discourse) के किसी एक रूप की व्याख्या कीजिए।

अथवा

2.2 तकनीकी लेखन में 'पाठकीयता' अभिव्यक्ति से आप क्या समझते हैं? पाठकीयता में पाठ कारकों के महत्त्व की व्याख्या कीजिए।

(4)

- 3.1 उन विभिन्न स्तरों का उल्लेख कीजिए जो अंग्रेजी भाषा को कार्यात्मक बनाते हैं। उनमें से किसी एक स्तर का विस्तार से वर्णन कीजिए।

अथवा

- 3.2 वैज्ञानिक एवं तकनीकी लेखन में सूचना की परिशुद्धता और व्यवस्था के महत्व की व्याख्या कीजिए।

- 4.1 वैज्ञानिक संचार में समीक्षा लेखों के महत्व और अभिलक्षणों की चर्चा कीजिए। इस प्रकार के लेख तैयार करने से संबंधित चरणों का वर्णन कीजिए।

अथवा

- 4.2 कॉपी संपादन क्या है? कॉपी संपादन से संबंधित नित्यचर्या के कार्यों का सोदाहरण वर्णन कीजिए।

- 5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए। (प्रत्येक पर लगभग 300 शब्दों में) :

क) संचार शृंखला

ख) मौखिक और लिखित संचार में अन्तर

ग) तकनीकी संचार के प्रकार

घ) तकनीकी संचार के सामाजिक और नैतिक पक्ष

ङ) सृजनात्मक और सारगर्भित संपादन



No. of Printed Pages : 7

MLIE-104

**MASTER OF LIBRARY AND
INFORMATION SCIENCE (MLIS)**

Term-End Examination

June, 2020

MLIE-104 : TECHNICAL WRITING

Time : 3 Hours

Maximum Marks : 100

Note : Attempt all question. All questions carry equal marks. Illustrate your answer with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1. Differentiate between the three types of communication—oral, audio-visual and written. Elaborate on the different forms of written communication.

P. T. O.

[2]

MLIE-104

Or

What do you understand by 'Writing Situation'
Describe individual writing and corporate writing.

2. What do you understand by 'aberrations' in technical writing ? Illustrate with reference to consulting sources of information for accuracy and complete information.

Or

Define in-house bulletin. Explain its important features and functions indicating its method of preparation.

3. Describe the qualities and functions of an editor of a technical communication.

Or

What do you understand by the term 'Copy Editing' ? Explain the routine tasks involved in it.

4. Explain readability formula with examples.

Or

Discuss the value and effective use of dictionaries in technical writing.

5. Write short notes on any *three* of the following (in about 300 words each) :

(a) Peer review of a manuscript

(b) Narrative discourse

(c) Style manual

(d) Dissertation

(e) Collection of data

www.ignouassignmentguru.com

MLIE-104

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर

उपाधि (एम. एल. आई. एस.)

सत्रांत परीक्षा

जून, 2020

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उपयुक्त उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1. संप्रेषण के तीन प्रकारों—मौखिक, दृश्य-श्रव्य और लिखित—में अन्तर स्पष्ट कीजिए। लिखित संप्रेषण के विभिन्न रूपों की विस्तृत व्याख्या कीजिए।

अथवा

1. 'लेखन स्थिति' से आप क्या समझते हैं ? व्यक्तिगत लेखन और निगमित लेखन का वर्णन कीजिए।
2. तकनीकी लेखन में असामान्यताओं से आप क्या समझते हैं ? विशुद्ध और पूर्ण सूचना के लिए सूचना के स्रोतों के परामर्श के संदर्भ में उदाहरण देकर स्पष्ट कीजिए।

अथवा

गृह बुलेटिन को परिभाषित कीजिए। इसके महत्वपूर्ण लक्षणों और कार्यों की व्याख्या कीजिए। साथ ही, इसे तैयार करने की विधि का भी उल्लेख कीजिए।

3. तकनीकी संचार के संपादक के गुणों और कार्यों का वर्णन कीजिए।

अथवा

‘पांडुलिपि संपादन’ से आप क्या समझते हैं ? इससे संबंधित नित्यचर्या कार्यों की व्याख्या कीजिए।

4. पठनीयता सूत्र की सोदाहरण व्याख्या कीजिए।

अथवा

तकनीकी लेखन में शब्दकोशों के महत्व और प्रभावी उपयोग की चर्चा कीजिए।

5. निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक लगभग 300 शब्दों में) :

(क) पांडुलिपि की समकक्ष व्यक्ति द्वारा समीक्षा

[7]

MLIE-104

(ख) विवरणात्मक विमर्श

(ग) शैली नियम-पुस्तिका

(घ) लघु शोध प्रबंध

(ङ) डाटा संग्रहण



ignou

ASSIGNMENT GURU

www.ignouassignmentguru.com

**MASTER OF LIBRARY AND INFORMATION
SCIENCE (Revised) (MLIS)
Term-End Examination
February, 2021**

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

Note : *Attempt **all** questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.*

1.1 Distinguish between creative writing and technical writing. Explain the skills expected of LIS professionals for technical writing.

OR

1.2 Explain the importance of language in technical writing. Describe the different kinds of dialects and the difference between them.

2.1 Distinguish between plans and proposals. Explain the characteristic features of a plan, indicating the analytical process involved in planning library automation.

OR

2.2 What do you understand by the term 'readability'? Explain the importance of readers and text factors in readability.

- 3.1** Explain the terms ‘writing situations’ and ‘target groups’. Illustrate your answer with examples.

OR

- 3.2** What is a review article ? Bring out the steps involved in its preparation.

- 4.1** Define creative and substantive editing. Explain with examples the routines and tasks involved in it.

OR

- 4.2** The readability of a book is based on three factors. Describe them.

- 5.0** Write short notes on any *three* of the following in about 300 words each :

- (a) Flesch Formula
- (b) Diction
- (c) Technical and Technological Communication
- (d) Mass Communication
- (e) Language Variation

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि
(संशोधित) (एम.एल.आई.एस.)

सत्रांत परीक्षा

फरवरी, 2021

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

नोट : सभी प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।
अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए
आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए । उत्तर
लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए ।

1.1 सृजनात्मक लेखन और तकनीकी लेखन में क्या अंतर है ?
एल.आई.एस. व्यावसायिकों के लिए तकनीकी लेखन हेतु किस
प्रकार के कौशलों की अपेक्षा होती है ? व्याख्या कीजिए ।

अथवा

1.2 तकनीकी लेखन में भाषा के महत्त्व की व्याख्या कीजिए ।
विभिन्न प्रकार की बोलियों और उनमें व्याप्त अंतर का वर्णन
कीजिए ।

2.1 योजनाओं और प्रस्तावों में अंतर स्पष्ट कीजिए । योजना के
विशिष्ट लक्षणों की व्याख्या कीजिए । साथ ही, पुस्तकालय
स्वचालन की योजना बनाने से संबंधित वैश्लेषिक प्रक्रिया का
भी उल्लेख कीजिए ।

अथवा

2.2 'पठनीयता' शब्द से आप क्या समझते हैं ? पठनीयता में
पाठकों और पाठ कारकों के महत्त्व की व्याख्या कीजिए ।

3.1 'लेखन स्थितियाँ' और 'लक्ष्य समूहों' शब्दों की व्याख्या कीजिए । अपने उत्तर में उपयुक्त उदाहरण भी दीजिए ।

अथवा

3.2 समीक्षा लेख क्या है ? इसे तैयार करने से संबंधित चरणों का उल्लेख कीजिए ।

4.1 सृजनात्मक और सारगर्भित संपादन को परिभाषित कीजिए । इससे संबंधित नित्यचर्या और कार्यों की सोदाहरण व्याख्या कीजिए ।

अथवा

4.2 पुस्तक की पठनीयता तीन कारकों पर आधारित है । उनका वर्णन कीजिए ।

5.0 निम्नलिखित में से किन्हीं *तीन* पर लगभग 300 शब्दों (प्रत्येक) में संक्षिप्त टिप्पणियाँ लिखिए :

(क) फ्लिश सूत्र (Flesch Formula)

(ख) उच्चारण (Diction)

(ग) तकनीकी और प्रौद्योगिकीय संचार

(घ) जनसंचार

(ङ) भाषा भिन्नताएँ