

DEERWALK INSTITUTE OF TECHNOLOGY

MID TERM EXAMINATION, SEM VI		SUBJECT	CSC-368 TECHNICAL WRITING
PASS MARK	16	FULL MARK	40
TIME	1.5 HRS	DATE	15 OCTOBER, 2020

INSTRUCTIONS

The student should not use his or her textbook, course notes, or receive help from internet or any other outside source.

Students should read the guidelines carefully before starting the examination.

Students should rename their answer sheet name as Roll No_Subject.

Good luck and all the best.

Attempt All The Questions

1. What skills do you need to improve your technical writing? How can you acquire those skills? Explain the writing skills required by IT professionals. [15]
2. Write a letter to your employer requesting time off for a special event, such as homecoming or a family vacation. Then switch roles. Write a letter from the employer to you denying the time off. How are your letters different? [15]
3. Write a memo to persuade your manager to give you a promotion at work. [10]