Bachelor Level/ First Year/ First Semester/ Science | Full Marks: 80
Computer Science and Information Technology (Eng. 256) | Pass Marks: 32
(Technical Writing)

Candidates are required to give their answers in their own words as for as practicable.
The figures in the margin indicate full marks.

Attempt All The Questions.

1. Describe how you can use the online help or manual to find how to add a customized dictionary for technical words in your computer, and once added, how To open or close the dictionary. (15)
2. What is communication? What are the factors to consider in technical communication? (15)
3. Arrange the following transition words into the categories of sequence, Examples, Contrast, and Conclusion, and then use the transition words in your own sentences. then, nevertheless, consequently, let us say, for instance, however, instead, in addition, therefore, finally, particularly, in short, thus, such as, for example, otherwise. (15)
4. Write a sample cover letter to accompany your resume for a position in your field to the following person.
   Mr. R. C. Shrestha
   Uni Tech International
   GPO Box 00000
   Kathmandu (15)
5. Give instructions for operating a personal computer. (10)
6. Explain computer –aided writing or explain what informative summaries are. (10)