Tribhuvan University
Institute of Science and Technology

2067

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. Write a one-paragraph description of how you can improve your writing. Begin with a topic sentence. In the rest of paragraph, add the details that support your topic sentence. (10)
2. Edit the adjectives in the following sentences to make them correct and clear   (15)
   a) Blue looks better on you than gray.
   b) The reception was a really nice part.
   c) My manager is really a nice person.
   d) That is the baddest-looking outfit I have ever seen.
   e) Meeting the president was a most unique experience for me.
   f) We had the seriousest conversation of the evening
   g) I think she was more sharp than anyone else in the party
   h) The clock is much more slower than my watch.
3. Write five common acronyms in your area of study and their expanded meanings.   (15)
4. Describe briefly the layout of a business letter   (15)
5. Write short notes on **(any two)**:   (10)
   a) Writing with a computer
   b) Writing in examinations
   c) The use of headings
   d) Language and style
   e) Transition words
   f) The use of commas and
      semicolons
6. Write a letter to a business associate thanking him for referring a customer to you.   (15)