

**Tribhuvan University
Institute of Science and Technology**

2070

Bachelor Level/ First Year/ First Semester/ Science

Computer Science and Information Technology (Eng. 256)

(Technical Writing)

Full Marks: 80

Pass Marks: 32

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Attempt All The Questions.

1. Describe a few ways of organizing information. Why is it important to organize information? (10)
2. Discuss briefly how you can choose and use table, graphs and charts. (15)
3. Critique your friend's webpage and recommend revisions to prepare it for use in a job search. (15)
4. What is a summary? Describe the steps to follow to write informative summaries. (10)
5. Write a brief proposal to convince your manager to purchase a new computer for your use in the office. (15)
6. Write short notes on any two of the following: (15)
 1. Writing minutes
 2. Readability
 3. E-mail etiquette
 4. technical communication