

**Tribhuvan University**  
**Institute of Science and Technology**  
**2078**

Bachelor Level / sixth-semester / Science Full marks: 80 **Computer Science and Information Technology(CSC368)** Pass marks: 32  
(Technical Writing) Time: 3 hours Candidates are required to give their answers in their own words as far as practicable.  
The figures in the margin indicate full marks.

**Section A**

**Attempt any three questions.(3\*10=30)**

- 1. Describe technical writing? Elaborate on its characteristics.**
- 2. "Technical writing is written for both internal and external audiences." Justify with examples.**
- 3. What should one keep in mind when writing for the web? Discuss.**
- 4. What is a press release? What steps should one follow to produce an effective press release?**

**Section B**

**Attempt any ten questions. (10\*5=50)**

- 5. Think of a subject or hobby about which you know a great deal. In a brief essay, describe how you acquired your knowledge.**
- 6. Requesting him or her to increase incentive for the hardworking employees, write a letter to your employer.**
- 7. Think of a time when something went wrong-perhaps a problem at college or work. After identifying and analyzing your audience, write an incident report describing the incident.**
- 8. You are working as the manager of an IT company. Write an email encouraging your staff to work for some additional hours every week so that the company and staff equally benefit.**
- 9. Write a press release for your school or another organization with which you are affiliated to announce an upcoming event, an accomplishment, or other newsworthy information.**
- 10. Based on your experience as an IT professional, write instructions for new aspirants, explaining how to begin a career in this field.**
- 11. Write a chronological resume highlighting your skills for a job in your field.**
- 12. Considering audience and purpose, write a short speech you are going to deliver in the inaugural session of the College IT Fair.**