

Roll No.

Subject Code—6803

M.C.A. (Second Year) EXAMINATION

(5 Years Integrated Course)

(Main Batch 2009)

MCA-206

**COMMUNICATION SKILLS—SCIENTIFIC
AND TECHNICAL WRITINGS**

Time : 3 Hours

Maximum Marks : 35

Note : Attempt any *Five* questions. All questions carry equal marks.

1. (a) What do you mean by Technical and Scientific writing ? Also elaborate in what ways it is different from general writing.
(b) What are the Do's and Don't's of technical writing ?
2. Give the format of a "Technical Report" and also discuss its elements in detail.

3. You are a Union Minister of Ministry of Science and Technology and you want to aware the general public that "Science and Technology is a Boom for Mankind." For this purpose draft a speech to be delivered on TV channel.
4. "Above all scientific and technical writing must be designed to make reading easy." Do you agree with the statement ? Give justification to your answer.
5. As a college Principal you have organized environment day in your college. Prepare a press release for the same.
6. What are the barriers of scientific and technical communication ? Explain with the help of an example.
7. Explain the following :
 - (a) Media coverage of scientific and technical writings
 - (b) Precautionary measures in scientific and technical writing.

8. Differentiate the following :

- (a) Upward and Downward Communication
- (b) Writing Scientific and Technical Article and Writing Scientific and Technical Editorial.