

Birla Institute of Technology and Science-Pilani, Hyderabad Campus

Second Semester Test –2 2009-2010

TA C312 Technical Report Writing

Closed Book Test

20th April-2010

KEY

Max. Marks 60

Answer all questions.

1. What are the two major types of reports based on the purpose of reporting? Define each of them and provide an example for each of them. [5]

The two major types of reports based on the purpose of reporting are:

***Informative:* An informational report contains only the data collected or the facts observed in an organized form. E.g. progress report**

***Analytical/ Interpretative:* An interpretative report contains facts but also includes evaluation or interpretation or analysis of data and the reporter's conclusions or recommendations for action. E.g. feasibility report**

2. The company you work for is considering a proposal to establish a new factory in your hometown. The Managing Director has asked you to write a report on the suitability of the place for the establishment of this factory.

- a) Make a complete Title page for this report [5]

Refer to Ch.13 of the text book

- b) What would be your sources of information for this report? [5]

Refer to Ch.14 of the text book

- c) If you were to interview someone to gather information for this report, who would it be? Write five relevant questions that you would prepare to ask him/her. (Anything more than five will not be considered) [5]

Refer to Ch.14 of the text book

- d) Give the essential elements of the report in the order in which they should be structured in your final report. [5]

Refer to Ch.13 of the text book

- e) Write an imaginary last paragraph of your report. [5]

Refer to Ch.13 of the text book

3. Fill in the blanks with the most appropriate word: 10

- a. What frustrates the opposition's effort of unity is the absence of a _____ (**credible**/ creditable/compatible) long term strategy.
- b. Since one cannot read every book, one should be content with making a _____ (standard/**judicious**/sample) selection.
- c. For a few seconds, Raj was _____ (greatly/**totally**/heavily) blinded by the powerful lights of the oncoming car.
- d. The police have _____ (lodged/**registered**/entered) a complaint against four persons.
- e. The improvement made by changes in the system was _____ (small/minute/**marginal**) and did not warrant the large expenses.
- f. The only way to _____ (**purge**/eradicate/strengthen) the country from the evils of communalism is to enforce the rule of law.
- g. A solution may not yet be in sight, but the important thing was to get a _____ (debate/**dialogue**/discussion) between them started.
- h. The man was about to move his bike into the compound of his apartment, when a passer by _____ (turned/**knocked**/fell) down the motorbike.
- i. The _____ (practice/power/**ease**) with which he is able to wield the paint brush is really remarkable.
- j. The accused _____ (asked/requested/**appealed**) to the judge for mercy.

4. Find out the phrase which can correctly substitute the underlined part of the sentence.

10

- a. I shall be grateful to you if you are of help to me now.
(1) Would help (2) **help** (3) shall help
- b. I love the literature, the music and the art.
(1) **literature, music and art** (2) the literature, music and art (3) literature, music and the art.
- c. Hardly had I finished writing the letter before Anil arrived.
(1) then (2) while (3) **when**
- d. All his family members are in Kanpur.
(1) All of his family members (2) All the family members of his (3) **All the members of his family**
- e. He never tells the truth.
(1) says (2) utters (3) **speaks**
- f. The summer has set out, and the days are getting warm.
(1) set up (2) **set in** (3) set off
- g. Let he and I do the work today itself.
(1) he with I (2) he and me (3) **him and me**
- h. He has no knowledge and interest in music.
(1) knowledge and interest of music (2) knowledge for and interest in music (3) **knowledge of and interest in music**
- i. I am looking forward to see you soon.
(1) looking forward towards seeing (2) looking forward for seeing (3) **looking forward to seeing**
- j. I complimented him for his success in the examination.
(1) about (2) **on** (3) at

5. (a) Rearrange the following sentences to make a meaningful and logically organized paragraph.

6

1. The domestic cat is a contradiction in itself.
2. But the adult pet dog also sees its human family as the dominant members of the pack.
3. Nursed in kittenhood it develops extraordinary intimacy with mankind.
4. The dog, like the pet cat, sees its owners as pseudo-parents.
5. At the same time, however, the cat continues to retain its independence.
6. Hence it has won such a reputation for obedience and loyalty.

1,3,5,4,2,6

(b) Arrange the following parts of a sentence to form a complete meaningful sentence by choosing the correct combination. The first part of the sentence is provided.

2

1. There is a fashion now-a-days
 - a. as an evil
 - b. who is born with a silver spoon
 - c. to bewail poverty
 - d. and to pity the young man
 - e. in his mouth.

c,a,d,b,e

1. The department has initiated steps
 - a. from the corporate sector
 - b. to evolve appropriate schemes
 - c. and financial institutions for
 - d. for mobilising investment
 - e. the development of wastelands.

2

b,d,a,c,e