

BITS PILANI, DUBAI CAMPUS
Dubai International Academic City, U.A.E.
Year I Semester I 2012-2013
COMPREHENSIVE EXAMINATIONS
(CLOSED BOOK)

Course No: BITS F112 **Course Title: Technical Report Writing**
Date: 06.01.13 **Time: 2 hrs** **Maximum Marks:105** **Weightage:35%**

I. The food Authority of Dubai is keen on maintaining quality in all the restaurants in the city, owing to customer complaints. The authorities are concerned about the hygiene standards, the quality of ingredients used and the communication to customers about what goes into the dish of their choice.

As the Quality Control Manager, you have been asked to assess the standards of the restaurant, 'Eastern Cuisine'. You have been asked to conduct a survey for collecting the data for your report.

Write a letter report for the same to be submitted to the Manager of the restaurant. (45 marks)

II. The Research Division of National Marketing Council (NMC) conducts research designed to keep its members informed on the reasons for the decline of sales in the retail sector of Indian brands, especially in the metro cities. You are the Research Officer at the NMC. You have been asked by your Marketing Manager to gather information on the purchasing patterns of consumers across the nation for the year 2012, so that you can suggest ways to improve sales. The commodities include food, electronics, recreation, and transport.

Assuming that you have completed this task , write only the following parts of the report:

(Invent the necessary details)

- | | |
|-----------------|------------|
| 1. Title Page | (15 marks) |
| 2. Introduction | (35 marks) |

III. List out the five types of logical ordering, which can be used while organizing the content of the report, with one example each. (10 marks)

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TEST II (OPEN BOOK)

Course No:BITS F112

Course Title: Technical Report Writing

Date: 9.12.2012

Time: 50minutes

Maximum Marks: 60

Weightage:20%

Your college has started an on-campus 'recycling program'. You intend to collect waste from the staff and students in the bins designated for it in various locations. It has been a year since the program has started but it has not been as successful as it was expected to be.

As a member of the 'Environmental Association', you have been asked to conduct a survey to identify the problem. The core issues to be looked into are attitude towards recycling, awareness of the program, and visibility of the bins.

In this regard you have been asked to conduct a survey.

1. Prepare a cover letter to be sent with the questionnaire. 25 marks
2. Prepare a questionnaire with 10 questions in it. 35 marks

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TEST I (CLOSED BOOK)

Course No:BITS F112

Course Title: Technical Report Writing

Date: 18.10.2012

Time: 50minutes

Maximum Marks: 60

Weightage:20%

Answer each main question on a fresh page.

Answer all the questions in the same sequence given below.

1. Mention how the discipline of report writing intrinsically trains the writer. Give five points. (10 marks)
2. How is an informational report different from a recommendatory report. (10 marks)
3. Rewrite the following sentences to make them more effective: (15 marks)
 - a. Unemployment decline, which has continued over the past four months, indicates that the recession has bottomed and the upturn in the economy is a fact.
 - b. Teachers must facilitate students in their process of enculturation into electronic conferencing literacy.
 - c. When people are rigidly entrenched in their view points, they shut out the arguments given in opposition by the other side.
 - d. With reference to the fact that the company is deficient in manufacturing and production space, the contract may in all probability be awarded to some other enterprise.
 - e. It is advisable to submit a stamped, self-addressed postcard with the application, specifically listing each item in the mailing, that is, the written application, the drawing, the fee, and the specimens.
4. Why are employee assessment reports written? Prepare a blank proforma for an 'Annual Assessment Form' (25 marks)

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BITS PILANI, DUBAI CAMPUS

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QUIZ

Course No:BITS F112

Course Title: Technical Report Writing

Date: 8.11.2012

Time: 20 minutes

Maximum Marks: 30

Weightage: 15%

I. Fill in the blanks with the appropriate words/ phrases (20 marks)

1. In _____ kind of ordering we move from general statements to specific ones.
2. Words, sentences or phrases that are used to indicate topics and subtopics of the outline should have _____.
3. The fog index of a very difficult passage would be _____.
4. _____ are the instructions that tell us what we are required to achieve in a report.
5. The data collection method that relies on sensory perceptions is _____.
6. The two commonly used numbering schemes are _____ and _____.
7. Based on its function, the sentence 'How are you keeping today?' is an example of _____ type of sentence.
8. The full form of '*et al*' is _____.
9. Topics or subtopics of equal rank _____ with each other.
10. The source card is also called as the _____ card.

II. State whether the following statements are true or false: (7 marks)

1. Questionnaires are very useful to collect qualitative data. []
2. 'Consequently' is a linker used for concluding a paragraph. []
3. Chronological ordering is used to write an informational report. []
4. The information on the note card is used to write the list of references. []
5. The phrase 'throw more light on' is an example of a cliché. []
6. The sentence which contains an independent and dependent clause is called a compound sentence. []
7. The logical ordering method for a problem solving report is - least important to most important. []

III. Write the plain form of the following words: (3 marks)

Envisage	
Endeavour	
Ameliorate	