

BITS PILANI, DUBAI CAMPUS

Dubai International Academic City, U.A.E.

II Semester 2013-2014

COMPREHENSIVE EXAMINATION

Course No: BITS F112

Course Title: TECHNICAL REPORT WRITING

Date: 29.5.2014

Time: 2 Hours

Maximum Marks: 72

Weightage: 36%

Answer parts A, B and C in separate answer books provided.

PART A

- Q.1. BITS Pilani Dubai Campus started its Distance Education Programmes in BE (Bachelor of Engineering) in the year 2010. Over the past 4 years the Programmes are well accepted and have gained popularity among working professionals in Dubai.

The Vice Chancellor of the University wants to expand its Distance Education into higher degree Programmes also (Eg- MBA , ME etc.). In this regard as the Admissions officer you have been asked to understand the local market need and give your recommendations.

Write a **memo report** for the same.

(24 marks)

PART B

- Q.2. Darlene Anderson, a real estate developer and President of Anderson Associates, is exploring the feasibility of building a large student-apartment complex few blocks away from the university campus. Although there is student housing on campus, Anderson thinks she can succeed if she addresses specific problems of present housing. She has asked you, her executive assistant, to survey students to determine their views of off-campus living.

Specifically she wants you to focus on the following attributes: *(a) price, (b) space and layout and (c) location (access to shopping, public transport,..)*.

Assuming that you have administered the survey and analyzed the data, **write a letter report** to Anderson.

(24 marks)

PART C

- Q.3. Board members, administrators and parents of University of Technology and Science, Dubai are concerned with the alarming loss of student enrollment in the university. Therefore, the University is conducting a Graduating Student Exit Survey to find out about graduating students' experiences and identify the factors accounting for decrease in student enrollment.

Assume that you are a part of the survey team. *Draft only a covering letter* for the questionnaire that you have already designed to conduct the survey, keeping in mind the target group and the objectives of the survey. (12 marks)

- Q.4. Rewrite the following sentences to make them *simple, concise and effective*: (12 marks)

- a) My sister, who is employed as a nutritionist at the University of Michigan, recommends the daily intake of megadoses of Vitamin C.
- b) The nursery school teacher education training sessions involve active interfacing with preschool children of the appropriate age as well as intensive peer interaction in the form of role playing.
- c) Government leaders like to mention the creation of new jobs. They claim that these new jobs indicate a strong economy. They don't mention that low-wage jobs without benefits and security have replaced many good jobs.
- d) As of 4 August, students will be selected using processes which have been created in accordance with legal requirements. These processes will be used along with our diversity strategy and all of its relevant policies about student selection.
- e) The Passport Office is replacing free of charge until the dates specified any current passport lost, damaged or destroyed as a result of the recent floods. Eligible applicants should contact the Passport Information Service (PIS) on 998 9988 for further information.
- f) If an agency or organization breaches the privacy principles, our office may investigate the matter. Individuals can also make a privacy complaint to us about an agency or organization if they think their information has been mishandled.

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Dubai International Academic City, U.A.E.

Year I-Semester II 2013-2014

TEST II (OPEN BOOK)

Course No: BITS F112

Course Title: Technical Report Writing

Date: 06.04.2014 Time: 50minutes Maximum Marks: 36 Weightage:18%

In 2010, the KHDA started an initiative for developing the overall personality of students along with their studies. For this the KHDA authorities advised all schools to redesign their curricula appropriately and include the relevant areas for student personality development.

But four years now, the KHDA is still receiving complaints from parents about the lack of focus and responsibility on part of schools towards developing a holistic curriculum.

The Director General of KHDA authorized 'Agency for Educational Research and Quality', an independent survey agency, to conduct a survey among all schools of Dubai with a view to find out the existing curriculum pattern, to identify areas lacking in the current curriculum and to recommend areas of focus for overall improvement of student personality.

The following table summarizes the results of the survey.

	Primary School	Secondary School	High School
Physical Activity	70	50	45
Community Service Programs	15	20	25
Leadership Programs	25	30	30

The figures are in percentage.

Based on the above data, write an interpretive report. Your report should include only the following elements.

1. Introduction 18 marks
2. Discussion 18 marks

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II Semester 2013-2014

TEST 1

Course No: BITS F112

Course Title: TECHNICAL REPORT WRITING

Date: 23.02.2014

Time: 50 Minutes

Maximum Marks: 48

Weightage: 24%

SECTION A

1. Explain briefly.
 - a. Different means of communication used by humans (4 marks)
 - b. Semantic gap (3 marks)
2. What makes your writing scientific? How does the scientific attitude help in developing an effective style for report writing? (9 marks)

SECTION B

3. Answer the following:
 - a. Define a formal report. (3 marks)
 - b. How is 'report writing' beneficial to the writer? (5 marks)
4. Draft any one of the proformas of 'Annual Confidential Report on Employees'. (8 marks)

SECTION C

5. Define the following:
 - a.
 - i. Cliché
 - ii. Jargon (4 marks)
 - b. Why is the use of cliché and jargon not preferred in formal/business writing? (4 marks)
6. Write the plain or familiar versions of the following words: (2 marks)
 - a. Ameliorate
 - b. Envisage
 - c. Accentuate
 - d. Viable
7. What is the classification of sentences based on structure? Give one example each. (6 marks)