

**M.Lib.I.Sc. 1st Semester Examination, 2023**

**MASTER OF LIBRARY AND  
INFORMATION SCIENCE**

*Technical Writing*

PAPER – MLI-110

*Full Marks : 50*

*Time : 2 hours*

**Answer all questions**

*The figures in the right hand margin indicate marks  
Candidates are required to give their answers in  
their own words as far as practicable*

**GROUP—A**

Answer any **four** of the following questions :

1. Distinguish between 'Creative writing' and 'Technical writing'. Enumerate different types of 'Office communication'. 5 × 4  
3 + 2

2. Describe different types of 'State-of-the-art Reports'.

3. Write brief notes on 'Short communication' and 'Review article'.

$$2\frac{1}{2} + 2\frac{1}{2}$$

4. Discuss the importance of 'Dictionary' in technical edition.

5. Describe different components of 'Research proposal'.

6. Define the following :

$$2\frac{1}{2} + 2\frac{1}{2}$$

(i) Gift authorship ;

(ii) Mosaic plagiarism.

### GROUP-B

Answer any two of the following questions :

10 × 2

7. Discuss different steps involved in the 'Study of a subject'.

8. Describe different types of 'Abstracts'. Discuss the characteristic features of 'Predatory publication'.

3 + 7

9. Define 'Fog Index' and 'Flesch Formula'. Calculate Fog Index for the following paragraph and interpret the result :

Quite often library and information professionals are involved as resource persons or faculty members of professional training courses, short or long term programmes. Formal oral presentations also are invariably required to be supported by written materials. Libraries and Information Centres are expected to provide guides and instructional manuals to their products and services for users to facilitate use of these products and services optimally. With the increasing application of Information Technology to the Library and Information field, users' guides have become absolutely necessary for the

effective use of software packages. At present computer professionals are involved in the preparation of users' guides besides system operation guides. 3 + 7

10. Discuss on different types of plagiarism. Write brief note on any one plagiarism checking software. 7 + 3

**[ Internal Assessment – 10 Marks ]**

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