

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati.
Department of BBA (C.A.)
FYBBA (C.A.) Semester II
Question Bank
Subject: Technical Report Writing (1204)

Q1. Multiple choice questions

1. Which of these must be avoided in a technical report?
 - a) Facts
 - b) Logical conclusion
 - c) Objective evaluation
 - d) Subjective evaluation

2. Which of these is not a parameter in a report?
 - a) Extent of information
 - b) Quality of information
 - c) Age of writer
 - d) Ability to acquire information

3. Which is not basis for a technical report?
 - a) Fact
 - b) Test
 - c) Personal prejudices
 - d) Experiments

4. In technical writing the largest report termed is
 - a) Conclusion/recommendation
 - b) Discussion
 - c) Heading
 - d) Footing

5. Which of these is not a part of a report?
 - a) Front matter
 - b) Gender
 - c) Front cover
 - d) Title page

6. Introductory letter serves the purpose of a _____
 - a) summary
 - b) preface
 - c) main part
 - d) conclusion

7. An abstract is _____ of the original report.
 - a) 2-5 percent
 - b) 5-10 percent
 - c) 6-12 percent
 - d) 7-13 percent

8. Which of these media is not used for advertisement?
 - a) Newspapers
 - b) Magazines
 - c) Billboards
 - d) Notebooks

9. Generally, a shorter report is considered to be as
 - a) one to five pages
 - b) three to five pages
 - c) four to five pages
 - d) two paragraph

10. Once getting problem identified with its causes, next step involved is
 - a) choosing team lead
 - b) identifying solution to problem
 - c) identifying the problem
 - d) All of above

11. A list of illustrations, included, figures and tables, placed on
 - a) abstract vision
 - b) title page
 - c) table of contents
 - d) bottom line

12. Pictographs' are type of
 - a) Flow charts
 - b) Pie charts
 - c) Bar charts
 - d) line graphs

13. Which of these is not a formal report?
 - a) Informational
 - b) Informal
 - c) Interpretative
 - d) Routine

14. _____ Report provides rational findings.
 - a) Informative
 - b) Interpretative
 - c) Routine
 - d) Progress

15. Interpretative reports are also known as _____
- a) recommendation reports
 - b) routine reports
 - c) progress reports
 - d) informal reports
16. Which of these is not mentioned in a progress report?
- a) Name of project
 - b) Right choice of instruments
 - c) Nature of work
 - d) Amount of work left
17. Which of these reports involves the checking of a piece of equipment to see if it's still in working condition?
- a) Progress report
 - b) Laboratory report
 - c) Inspection report
 - d) Inventory report
18. To which of these people is the report not very crucial?
- a) Engineers
 - b) Scientists
 - c) Teachers
 - d) Business executives
19. Which of these reports is raised annually?
- a) Inventory reports
 - b) Confidential reports
 - c) Laboratory reports
 - d) Inspection reports
20. A technical writing forum, needed to write observation, hearing, work progress and investigation, known as
- a) brochures
 - b) reports
 - c) technical descriptions
 - d) memo
21. Which of these tells us what the report is about?
- a) Abstract
 - b) Summary
 - c) Acknowledgements
 - d) Table of contents

22. Which of these does not come under reports?
- News items
 - Memorandums
 - Notice
 - Report cards
23. A _____ report provides information on scientific tests carried out by engineers or scientists.
- progress
 - periodic
 - laboratory
 - trouble
24. A precise must use the _____ tense of verbs.
- present
 - past
 - future
 - present continuous
25. Which of these is called a percentage graph?
- Bar graph
 - Table
 - Pie graph
 - Precise

Q2. Answers the Following in One Sentence.

- What do you mean by style?
- Define Report.
- Define Planning.
- What are the methods for collecting data?
- What are sources of data collection?
- What are the points to be included in the main body of report?
- What does the back matter of report consist of?
- Define Internet.
- What are the elements of application letter?
- Define Circular letter.
- What are the types of reports?
- What do you mean by Routine Report?
- Define Group Discussion.
- Define Questionnaires.
- Determine the audience for preparing the report?
- Define Sales letter.
- Define Memo.
- Define covering letter.
- Give any two objectives of technical communication.
- What is non-verbal communication?

Q3. Write short note on-

1. Technical Communication
2. Telephone Interview
3. Questionnaires
4. Elements of structure
5. Parts of Speech
6. Rough Draft
7. Personal Interview
8. Checklist for Reports
9. Sources of Data
10. Routine Reports
11. Sentence and paragraph construction
12. Components of Technical Communication
13. Types of Reports
14. Choices of Word and Phrases
15. Importance of planning
16. Electronic mail
17. Perception
18. Types of graph
19. Oral communication
20. Do's and Don'ts of Precise Writing
21. Types of Sentences
22. Tables
23. Mass Communication
24. Internet
25. Sales letter

Q4. Give answers of following in Short.

1. How is general-purpose communication different from technical communication?
2. What are the objectives of technical communication?
3. How is feedback important in communication?
4. Explain its importance of technical communication with examples.
5. Emails are very fast means of communication, but have some drawbacks. Discuss.
6. Describe the process of technical communication.
7. What are the importances of Planning? Explain.
8. What are the characteristics of technical communication?
9. What are the ways to improve choices of words?
10. What is the difference between abstract and summery?
11. Discuss the purpose and scope of writing report.
12. What are routine reports? How do they differ from other formal reports?
13. What are the steps for drafting an application letter?
14. What is a resume? What is its main function?
15. Explain the methods of collecting data for writing a report.
16. Discuss the merits and demerits of formal communication.
17. What is difference between oral and written report?
18. Explain inventory report with example.
19. Why is planning necessary before writing a business letter?
20. What do you mean by report? What is the importance of writing a report?

Q5.Long Answers Questions

1. Discuss the various types of reports. Give an example of each.
2. What is a project report? Write a project report on the recent project you have done in your college.
3. What elements must appear in the structure of every report and why?
4. What are the different styles of presentation?
5. How do recommendations differ from conclusions? What purpose do they serve in report?
6. What are the main factors that you would bear in mind while conducting an interview?
7. What are the preparatory steps for planning?
8. In what way does the report writing educate a person?
9. How does an outline help a report writer to arrange his material suitably?
10. Discuss the advantages and disadvantages of telephone interviews as a method of collecting data.
11. What kinds of questions are generally asked at a job interview? Give example to illustrate your answer.
12. How communication can be improved in various organization structures?
13. What is a structure of report? Discuss the various parts of report.
14. Write a letter to the Mayor of your city seeking a solution to the problem of water logging in your area. You are Raj / Rani of Dharma Colony, Ramgarh.
15. Write a application letter to bank for issuing an ATM card .
16. What do you mean by routine report? What are the types of routine report?
17. How can visual aids enhance technical communication? What points should be kept in mind while using visual aids?
18. The Managing Director, Parag Textiles, Surat, wishesto study the complaints of its employees regarding the new Bonus and Incentive Scheme announced by the Board of Directors last month. As the Public Relations Officer, you have been asked to submit a report to make the policy more beneficial and effective for its employees. Assuming you have already prepared a questionnaire, write a covering letter to be sent with the questionnaire.
19. How are letters, memos, and emails different from each other? Do they also have any similarity? Explain.
20. The General Manager of Comfort Home Appliances Ltd, Kolkata, is worried about the wastage of stationery in almost all sections of the company. Draft a memo to be signed by him and sent to all Sectional Heads, asking them to identify the reasons behind such wastage and also advise the employees under their control to restrain from such wastage.
21. Assume that you are the Marketing Manager for a professional hockey team. At present, you are concerned about season-ticket sales for the coming season. They are well below sales for previous years and hence you plan to do something about it. Draft a sales letter to those 500 people who have bought season ticket last year but did not this year.