DR. B.K.B. COLLEGE, PURANUGUDAM, NAGAON, ASSAM

DEPARTMENT OF ENGLISH

**HOME ASSIGNMENT 01**

ACADEMIC YEAR: 2020-21

CLASS: B.A. 5th Semester (CBCS)

Regular: SEC- 3: Technical Writing

Paper–1: ENG–SE–5014 (Technical Writing)

Last date of Submission: 05/12/2021 Marks: 20

The figures in the margin indicate full marks for the questions.

1. Write brief notes on any four of the following. 4x5=20
2. Writing as communication.
3. Characteristics of good technical writing.
4. Importance of target readers in technical writing.
5. The process of technical writing.
6. Issues of sentence length and vocabulary in technical writing.
7. Features of an email.
8. Features of an official letter.

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**Instruction: Submit the Answer Sheets in softcopy through College Website Link and hardcopy to the Department of English on or before 05/12/2020.**