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

DEPARTMENT OF ENGLISH

**HOME ASSIGNMENT**

Session: 22-23

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

SEC English

Paper Code: ENG–SE–5014

(Technical Writing)

**Last date of Submission: 27/11/2022** **Marks: 10**

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

1. Write brief notes on **any two** of the following: **5x2=10**
2. Meaning and scope of technical writing
3. Characteristics of good technical writing
4. The process of writing a summary
5. Importance of vocabulary in writing
6. Major features of an official letter
7. Communication through Emails.

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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 27/11/2022.**