SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION
(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in Information Technology
Second Year, Second Semester Examination – 2015
IT 4302 – Technical Report Writing

Instructions for Candidates:	No. of questions : 05
Answer any **Four (04) questions.**	No. of pages : 02
All questions carry equal marks	Time : **Two (02) hours**

Q1

i.   List down objectives of Technical Writing. (03 marks)

ii.   State four parties who use Technical Writing in their work/professions. (04 marks)

iii. Write down three characteristics of Technical Writing. (03 marks)

iv.   Briefly explain three of the above stated characteristics. (06 marks)

v.   State four Technical Documents used and prepared in IT projects. (04 marks)

vi.   Explain the general contents of one of the above stated documents. (05 marks)

(25 marks)

Q2

i.   Suppose the HNDIT students of your institute are conducting a software competition among the HNDIT students of all the other ATIs around the island. You are assigned with the task of informing the news to other ATI students about the competition. Draft an official e-mail to all the Directors of ATIs, copying to the Head of the Department, HNDIT of your institute to inform the above news. Also indicate what you would include on sender field and CC field in your e-mail window. (20 marks)

ii.   State five important steps/practices you should follow in composing and sending an email to the intended receiver. (05 marks)

(25 marks)

Q3

    i.   During your Industrial Internship period you are assigned to a project team as a system analyst. This team is involved in developing a word processing software to compete with Microsoft Word. Write down five functional requirements and five non-functional requirements for a spread sheet package. Your project manager wants you to follow IEEE standards in documenting requirements.   (20 marks)

    ii.   State five important areas you should include in a final project report prepared for a software project.   (05 marks)

    (25 marks)

Q4

    i.   State two software tools you can use in creating technical documents.   (02 marks)

    ii.   Write down the steps in creating the following features of a final project report using one of the above mentioned tools. *(**Mention the name of the tool you used in describing the steps.**)*   (20 marks)

        a.   Inserting page numbers on the bottom left hand corner of the page

        b.   Aligning the text nicely balanced between the margins of the page with 1.5 line spacing

        c.   Converting one page horizontal, to insert a large illustration

        d.   Capitalizing the first letter of all topics

    iii.   Give three advantages of using software tools in creating and managing technically written business documents.   (03 marks)

    (25 marks)

Q5

    i.   Name three tools you can use in making presentations.   (03 marks)

    ii.   Write down two advantages of using software tools in creating presentations.

    (02 marks)

    iii.   Write down a detailed set of guidelines to prepare an effective computer presentation

(20 marks)
(25 marks)