

GYANMANJARI INNOVATIVE UNIVERSITY

Gyanmanjari Institute of Technology

M.Tech.- End Semester Examination (ESE)- Summer - 2026

Enrollment No.: \_\_\_\_\_

Date: 26/05/2026

Subject Code: METXX10503

Semester: 2

Subject Name: Technical Report Writing\*

Total Marks: 60

Time: 10:30AM To 12:30PM

Instructions:

1. Question No. 1 is Compulsory.
2. Make Suitable Assumptions wherever necessary.
3. Figures to the right indicate full marks.

	Marks
Q.1 (a) Explain the key principles of clarity conciseness and correctness in technical writing with examples.	05
(b) Discuss the importance of understanding audience needs in technical writing. Give practical examples.	05
(c) You have been given a set of data and research findings. Draft an introduction methodology section and results section for a technical report based on the provided information. Question: You have been provided with survey responses from 500 customers sales data for the previous 3 years a competitive analysis and a cost analysis related to implementing a new product feature. Based on this information and the associated research findings draft an introduction methodology section and results section for a technical report evaluating the feasibility and potential impact of introducing the new product feature. Data: Survey responses from 500 customers about a new product feature Sales data for the previous 3 years Competitive analysis of similar products in the market Cost analysis of implementing the new feature . Research Findings: 75% of surveyed customers expressed interest in the proposed new feature Sales have been stagnant for the past 2 years Major competitors have already implemented similar features Estimated cost of development and implementation is \$250000	10
Q.2 (a) Write a well-structured report outline on a project of your field and explain each section's role.	05
(b) Outline the steps involved in writing a research article.	05
(c) How do document organization techniques like bullet points headings and TOC improve readability? Justify with examples.	10

OR

- (a) Compare technical and non-technical writing in detail. Highlight purpose style and audience. 05
- (b) You have been tasked with conducting research and data collection for a technical report on a specific topic. Describe your approach including the methods you would use the data you would collect and how you would organize and analyze it. 05
- (c) Describe how visuals such as graphs tables and charts enhance technical communication. Use examples. 10
- Q.3 (a) What is the role of editing and peer reviewing in improving technical documents? Explain with examples 05
- (b) Explain the purpose and importance of technical reports in professional settings. Discuss the different types of technical reports and their target audience. 05
- (c) Discuss the importance of peer review and feedback in the technical report writing process. Suggest strategies for effectively revising and refining the content organization and clarity of a technical report. 10
- OR
- (a) Explain citation standards in APA and IEEE styles. Why are these crucial for academic integrity? 05
- (b) You have been asked to present the findings of a technical report to a team of stakeholders. Prepare an outline for your oral presentation highlighting the key points you would cover and how you would handle questions feedback and objections. 05
- (c) Prepare a project proposal on introducing solar power to your campus. Explain the structure and key content. 10