

**Department of Electrical Engineering
Assignment**

Student Details

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Course title : Technical report writing

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Q3 **Analyze a Web Site to determine how it fills the characteristics of Technical Writing.**

Marks 10
CLO 1

Answer

<https://grammar.yourdictionary.com> › ...

Web results

Characteristics of Technical Writing

Q2 **Write a paragraph about a concept you know well about**

Marks 10
CLO 1

Technical Writing Style. Use as many Nominalizations, Employ Parallelism and Passive voice combinations as

you can. Then rewrite it by eliminating all those constructions.

Answer

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information. This guide explains the commonly accepted format for a technical report; explains the purposes of the individual sections; and gives hints on how to go about drafting and refining a report in order to produce an accurate, professional document.

Avoid Nominalization:

1. We should take into consideration several factors. [7 words]
2. He must make a decision about what to do. [9 words]
3. They gave us information about the new research program. [9 words]

Above, we highlighted the nominalizations in red. For each of these examples, we can delete the prepositions and articles and reduce the phrases to one word. As you can see, *when you're trying to stay within a specific word count, eliminating these grammar constructions helps tremendously.*

1. We should consider several factors. [5 words]
2. He must decide about what to do. [7 words]
3. They informed us about the new research program. [8 words]

Rules of parallelism

1. Parallelism is used to balance nouns with nouns, prepositional phrases with prepositional phrases,

participles with participles, infinitives with infinitives, clauses with clauses.

2. Parallelism is used with elements joined by coordinating conjunctions.

Shipra likes *cooking* **and** *to read*. ❌

Shipra likes *cooking* **and** *reading*. ✅

3. Parallelism is used with elements in lists or in a series.

This task can be done *individually*, *in pairs*, or *can be done in groups of four*. ❌

This task can be done *individually*, *in pairs*, or *in groups of four*. ✅

4. Parallelism is used with elements being compared.

Navtez is mad about *watching TV* more than *to read a book*. ❌

Navtez is mad about *watching TV* more than *reading a book*. ✅

5. Parallelism is used with elements joined by a linking verb or a form of be

To learn is *understanding the world*. ❌

To learn is *to understand the world*. ✅

Avoiding Passive Voice

What's wrong with this sentence: *The ball was hit by Joe*? The ball, in this case, is not doing anything. John is the person performing the action of hitting the ball.

The ball was hit by Joe is an example of **passive voice**. The subject, in passive-voice structures, is not performing the action of the verb. In this case, *was hit* is the verb, but Joe, the person performing the action, Look at the following examples and think about why active voice is better than passive voice:

His neighbor stole the boat.

The boat was stolen by his neighbor.

In this case, passive voice is too wordy; why say something in seven words when you can say it in five?

The oldest child was interviewed by me and my partner.

My partner and I interviewed the oldest child.

- Q1 **Find an ad for a position in your field of interest. Use Newspaper Help Wanted ads or a listing from your school's placement service. On the basis of the ad, decide which of your skills and experiences you should discuss to convince the firm that you are the person for the job. Create a traditional resume.** Marks 10

Answer

A well-written resume should provide a potential employer with a solid idea of which skills and abilities you'd bring to the job. Beyond that, there are ways to add some personality to your resume, and show how you'd be a good cultural fit. You do this by working personal interests into your resume. Below are some common personal interests that you could consider adding to your resume.

Personal Interests for a Resume

Volunteer Work/Community Involvement

Many companies are actively involved in their local communities, so any community involvement or volunteer work you reference could easily be considered relevant. If you've done any regular volunteering—with or without your relevant work skills—consider including the role(s) in a

separate resume section (titled something like “Volunteer Experience”).

Club Memberships

If I am member of any professional clubs or associations, then I should consider including them. Even if the club memberships are hobby-oriented, my role in the club can speak volumes about me. If the job that I am applying for is highly people-oriented, whether it be dealing with customers or interacting with co-workers, club memberships can really show off your abilities with working well with others.

Sports

A reference to the sports that I play on a regular basis can be a great way to enhance some of the soft skills listed on your resume, such as being a team player, being able to work well with others, or having leadership abilities. Plus, maybe the employer has a sports team, or supports a local one, and would be interested in a sports-knowledgeable employee.

Gaming

Many companies, especially in the IT world, encourage multiplayer video gaming as a team-building activity and as a way to de-stress. If I am aiming for a job in tech, noting gaming as a personal interest could prove beneficial.

Pet Care

People love their pets, and pet owners definitely appreciate other pet owners. As with child care, this shows me as someone who can be counted on; it also shows off me a

warmth and compassion (two traits that are valuable to almost any employer).

Additional Personal Interests to Consider

Reading

This is such a broad topic that you shouldn't have too much trouble referencing books or articles you've recently read that somehow relate to your field. Avid readers usually have expanded vocabularies, and know how to process content in written form (i.e., understand it).

The personal interests that you work into a resume should be relevant in some way to the skills and abilities you'll need to perform your new job. That can't be emphasized enough! The large majority of job ads do not require applicants to list personal interests on a resume, so don't feel like you have to.

Collecting

Anything from stamp collecting to a passion for rare antiques can show that I have diverse interests outside of my profession. Collectors often have great organizational and networking skills—two skills that could really come in handy in a variety of different jobs.