

Name :- Naeem Ullah Khan

ID : 6873

Subject : Technical Report writing

Assignment # 1

Submitted To : Rizwana Iqbal

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Q 1:- Find an ad for a position in your field of interest. Use newspapers 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're the person for the job. Create a traditional resumé.

Ans:-

Naeem Ullah Khan

Electrical Engineering
Facebook: Naeem Wajir

Pics of
Naeem
Ullah
Khan

Profile

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Father's Name: Jamil Khan
CNIC: 11101-9859998-7
Domicile: FR-Bannu
Date of Birth: 19-04-1998
Religion: Islam
Nationality: Pakistani
Marital status: Double

Contact

Naeem1979105@gmail.com
+920335-1916370
Bannu, Peshawar.

Hobbies

- (1) Travel
- (2) Reading
- (3) Music
- (4) Writing

Education:

(1) University of Iqra * Bachelor in E-Engineering 2016-2020
 Done my bachelor with CGPA 2.87. My fyp was based on IoT, project name is window cleaning drone. The project is also funded by Dost foundation

(2) WFGHS School * matric and secondary EDU. 2011-2013 and 2013-2015
 Got 787/1050 (74%) and 830/1100 (80%)

(3) Achievements 2020 * got first position while presenting fyp and also awarded with best commercial project.

(4) Experience * Lucky cement LTD 12-7-2019 to 24-8-2019 * practical work worked practically at intense in electrical and instrument department

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(5) Infinity company
2020

*) workshop experience
worked as electrical
engineer with
infinity company
(Electrical department
at lucky cement
factory pezu.

(6) Skills:-

- *) MS word
- *) Matlab
- *) P-point
- *) multi sim
- *) Lab view
- *) ADS

Q2:- write a paragraph about a concept you know well about technical writing style. use as many nominalization, employ parallelism, and passive voice combination as you can. then rewrite it by eliminating all those constructions.

Ans!- Title:- My Family

Topic sentence (indented) I have a wonderful family

My family lives in Dubai in a big house. I have two sisters.

The elder sister is Fatima, and the younger sister is Maitra.

They are cute sisters. My mother is 40 years old. She is helpful.

She usually helps me in doing my homework. My father is a doctor.

He treats people in the hospital. He is very smart. He cares a lot

about me and my sisters. He always remembers my birthday and bring me a special gift.

⇒ My family living in Dubia in a big house. The two sisters are had by me. The ~~elder~~ eldering sister is Fatima and the younging sister is Maitha. They are cute sisters. My mother is ^{being} 40 years old. She is helpfully. She usually helps me in doing my homeworking. My father is being a doctor. He treating people in the hospital. He caring alot about me and my sisters. He always remembering my birthday and bringing me a gift.

website: - <https://youtu.be/nsq3vami0n>

① 3^o - Analyze a website to determine how it ~~fee~~ fills the characteristics of technical writing.

Characteristics of effective Technical writing The four C's.

(1) Clarity: - it is easily understandable by your intended audience.

(2) comprehensiveness: - All of the necessary information is present

(3) conciseness: - the information should be concise.

(4) correctness: - it is grammatical and follow convention.

Qualities of good TRW.

Planning/Rethinking

writing

Revising

