

NAME:kaleem ullah

STUDENT ID :15148

COURSE: TECHNICAL REPORT WRITING

MODULE:4TH SEMESTER.

INSTRUCTOR:RIZWANA IQBAL

QUESTION NO 3:

ANSWER:

The purpose of technical writing is to help users to do the right thing , quickly and easily.

Characteristics of effective technical content;

Relevant.

The information provided must be what the users are looking for,

precise

complete

concise

well-structured

well-illustrated

accessible

IMPORTANT CHARACTERISTICS:

Clarity

easily understood by intended audience.

Conciseness.

clear without excess verbiage.

ACCESSIBILITY.

To increase Accessibility, include headings and lists in the report. A table of contents, list of illustrations glossary and index are preferred.

. Comprehensiveness.

When writing technically, all the information should be provided, its background must be described and clear description of any process, or method of carrying out a specific work, should also be given. It also includes results, conclusions and recommendations.

Correctness.

Good technical report must also be correct. It. Must be free from grammatical errors.

Accuracy.

Unclear writing can cause many problems

and even inaccuracy in the report. if you have to write 40,000 words just write only 40,000 words not too long.

QUESTION NO 1:

ANSWER:

KALEEM ULLAH

Peshawar, KP 24650 | 03331310222 | ku9841080@gmail.com

Professional Summary

Hardworking and driven sales management professional equipped to revitalize sales operations and align procedures to maximize profits and client acquisition. Successful at improving sales procedures to streamline and strengthen processes. Multifaceted leader with analytical and diligent approach to building and leading strong teams. Focused Sales Manager committed to motivating others and offering extensive knowledge penetrating new territories and promoting product lines. Highly effective mentor driven to assess individual and group performance to implement improvements and set goals. Determined individual with background in establishing and nurturing lucrative partnerships.

Skills

- Business development and planning
- Order management
- Sales processes
- Strategic account development

Work History

Sales Manager 01/2018 to 01/2020

Hot Foods – pabbi, kpk

- Collaborated with internal teams and suppliers to evaluate costs against expected market price points and set structures to achieve profit targets.
- Developed innovative marketing campaigns to increase engagement with target demographic and drive brand exposure.
- Developed value-added solutions and approaches by leveraging trends in customer marketplaces and industries.
- Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.
- Created effective strategies to target new markets after researching and analyzing competitor behavior.
- Handled all customer relations issues pleasantly, enabling quick resolution and client satisfaction.
- Expanded product distribution by adding more than 5 new distribution points in region, including convenience stores, distributors, retail supermarkets and food services.

Education

Associate of Science: Science 02/2016

The Peace School - Nowshera

volley ball

i like to play volley ball due to which i feel energetic at my field

QUESTION 2:

ANSWER:

OWN CONCEPT OF T.W.STYLE:

The technical writing is a different type of writing ,in which the author writes a huge paragraph in simple but meaningful words . This writing has different types of characteristics and had different writing style , its different other writings like, creative writing , academic writing or business writing etc.

Active voice Passive voice Nominalisation

Academic skills lecturers teach the students how to write essays during Orientation Week. Students are taught how to write essays by academic skills lecturers during Orientation Week.

During orientation week, the teaching of academic writing skills for students ...

Students learn about referencing and plagiarism. Referencing and plagiarism is learnt by the students. Student learning about referencing and plagiarism ...

Lecturers and students at the university use TurnItIn to identify plagiarism in assignments. TurnItIn is used by lecturers and students at the university to identify plagiarism in assignments.

The use of TurnItIn for plagiarism identification by university lecturers and students ...

