

Department of Electrical Engineering

Assignment

Date: 20/04/2020

Course Details

Course Title: Technical Report Writing

Module: 4

Instructor: Mam. Rizwana Iqbal

Total Marks: 30

Student Details

Name: Adnan Shahzada

Student ID: 14780

Note: **Plagiarized answers are not acceptable.**

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
		CLO 1
Q2	Write a paragraph about a concept you know well about Technical Writing Style. Use as many Nominalizations, Employ Parallelism and Passive voice combinations as you can. Then rewrite it by eliminating all those constructions.	Marks 10
		CLO 1
Q3	Analyze a Web Site to determine how it fills the characteristics of Technical Writing.	Marks 10
		CLO 1



# ADNAN SHAHZADA

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## Work History

**Electrical Engineer**, 09/2019 to 10/2022

**Non employ** – Peshawar , Kpk

- Rendered technical drawings and electrical systems specifications exceeding company standards
- Improved methods for measurement, documentation and work flow management
- Evaluated installed electrical equipment and systems to isolate faults and implement corrective actions
- Created electrical schematics using AutoCAD Electrical Toolset
- Created, aligned and optimized electrical instrumentation and testing equipment
- Determined most effective approaches to new projects by reading and analyzing blueprints, drawings and sketches
- Proposed electrical product and system modifications to improve quality and efficiency
- Retested electrical products and systems to determine whether modifications have desired effect
- Monitored manufacturing operations of electrical devices for compliance with safety protocols
- Troubleshoot electrical equipment problems such as electro-valves and sensors
- Implemented cutting-edge processes and safety practices to reduce electrical construction hazards
- Performed load calculation for sizing wire and circuit protection

## Education

**Bachelor of Engineering**: Electrical Engineering, 09/2019

**Iqra national university** - Peshawar , Kpk

## Professional Summary

Electrical Engineer trained in analog and digital signal processing. Experience with multiple applications, including communications, radar and power electronics. Ambitious Electrical Engineer with record of continuously exceeding both company and personal goals. Expertise includes AutoCAD and AutoDesk Inventor. Extensive knowledge of electrical engineering design and applications.

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Answer no 2:

### **What is Technical Writing :**

It is basically straight forward writing. For example a manual of instruction are a form of technical writing . A technical writer create documents for a field or technology.

Their responsibility is like a graphic designer everything in the design is effectively communicate to the design.

### **Purpose of Technical Writing:**

Every type of writing has a goal. There are some forms of writing that are geared to telling the story and also there are other form of writing that expressed the opinions.

The main purpose of technical writing is to provide complex information. Such as

Assist a person with understanding more about a particular item

Such as a computer or new drug or a new piece of technology.

### **Technical Writing style:**

Technical writing should be clear and safe sound. Flowery wording and complicated sentence structures lead to unreadable. A image and elegant makr reading clear.

Technical style means putting words in the correct position in a sentence so that they reach their maximum effectiveness. When we read , we expect to find the subject in the beginning of the sentence. We expect the verb to come right after the subject. We well find writing much easier than you think of sentence as the formula

## **Subject + verb = sentence**

“subject + verb = sentence” is the writing equal of “ $2 + 2 = 4$ ”. It works every time, without fail. In this formula the subject is in the “subject position” and the verb is in the “verb position”

Sentences are easier to understand when we write about someone doing something. Make people the subject of the sentence. We call the subject an “actor” put the “actor” in the subject position.

### **Passive voice:**

In technical writing we use passive voice and active voice is shorter because of this sentence written in the active voice tends to be more clear.

Passive verbs need help from other words, which make the sentence longer. Passive voice is not bad it is just indirect in the written documents.

### **Eliminating Nominalizations:**

Sometimes the writer accidentally hides the action from the sentence by turning a verb into a noun. We call this change nominalization. Nominalization occurs when we change the verb into a noun by adding one of these endings.

\_\_\_tion\*

\_\_\_ment\*

\_\_\_ence\*

Here is an example of a sentence with a nominalization.

Police are conducting an investigation.

### **Employee parallelism:**

Parallelism structure also called parallelism is something you are likely to remember from everywhere. Parallel structure means that sentences or elements within a sentence have similar grammar patterns.

### **Rewriting :**

if you are going to write by rewriting. Plan on going to over your work multiple times. Here is a good system.

First draft: as you write the first draft, focus on getting ideas on the page. Don't go back and revise at all. In fact don't even read it that what you have written unless you absolutely have to in order to get you.

Review: go through draft and make large notes about you face the problem. You might have conducted some character.

Rewrite: using your notes go through the entire draft. Now your messy and rough draft is clean up.

Revise : read through your draft gain . making change as you go through the draft . tighten up the dialogue ,smooth out the description , check the sentence flow and word choice.

Edit: you probably clean up the technical error as you rewrite and revise . but when you edit you should be focus on the grammar mistake , spelling , punctuation and sentence structure . If you are not sure about the grammar , you should look them up again.

Proof: now finally you are just checking for those last remaining pesky typos . You might have to repeat the steps manuscript until you can't find remaining mistake . once you are done you'll bring the professional editor . remember how many time go through the manuscript a few mistake will slip through . an editor will catch the mistake that you didn't.

### **Answer No 3:**

Daraz.com is clear and straight forward. If you are interested in technical writing for professional purpose , Daraz is very important to know that this type of writing requires that the writer stick to the subject matter and relay information in a clear and concise manner .

The language is very direct and straight to the point, the writing will avoid word that people do not understand and will avoid an eloquent writing style.

Daraz.com is very detailed and informative the perfect example of technical writing is a textbook. The written content of most textbooks is geared to providing information by describing the subject matter fully as possible.

Daraz.com is very structured this type of writing has very obvious composition that make Daraz.com easy for the reader to follow along. Solid structure is needed with technical writing as Daraz.com allows the audience to easily access the information as needed .