Department of Electrical Engineering
Assignment
Date: 20/04/2020

Course Details

Course Title:	<u>Technical Report Writing</u>	**Module:**	4
Instructor: <u>Mam Rizwana Iqbal</u>		**Total Marks:**	30
Name: Danish Hayat		**Student ID: 14567**	

Question No: 2

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.

Answer:

Following are the examples;

Paragraph No: 1

Original Paragraph:

Everything today has the requirement of the conformity of people to some standard. There is the requirement to be similar in their speech and in their beliefs. If you have different ideas, people have the thought you are odd. Our fear stops the expression of our thoughts about our surroundings. We must have a resemblance to our neighbors or friends. Because there is so little, we can do to be individuals, it is my thought that we would commit an error by the imposition of a dress standard on students. It would be a loss to their expression of individuality.

As we can see in the above example it has a lot of nominalizations and have a total number of 100 words which are quite a lot to explain the concept.

By eliminating all the constructions:

Everything today requires people conform to some standard. Similarity is required in how they speak and what they believe. If your ideas differ, people think you are odd. We fear expressing what we think about our surroundings. We must resemble our neighbors or friends. Because there is so little, we can do to be individuals, I think we would err by imposing a dress standard on students. They would lose a way to express individuality.

By eliminating all the nominalization, the original paragraph has been deducted to a 75 words paragraph and is explaining the concept clearly as in the original paragraph.

Paragraph No: 2

Original Paragraph:

Many engineering personnel have made comments regarding a lack of knowledge about what new information is available in the library as literature is filed into the library without any sort of notification.

As we can see in the above example it has a lot of nominalizations and have a total number of 32 words which are quite a lot to explain the concept.

By eliminating all the constructions:

Many engineers have commented about not being notified when new literature is filed in the library.

By eliminating all the nominalization, the original paragraph has been deducted to a 16 words paragraph and is explaining the concept clearly as in the original paragraph.

Question No: 1

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.

Answer:

On the basis of the following ad I wrote my resume;

Resume:

DANISH HAYAT

Nowshera, KPK 24180 ◆ 03339659161 ◆ danishhayat4567@gmail.com

PROFESSIONAL SUMMARY

Focused Electrical Engineer with background in power systems, automation and controls. In-depth understanding of control and power-delivery systems. Experienced in developing technical studies and investigations. Electrical Engineer trained in analog and digital signal processing. Experience with multiple applications, including communications, radar and power electronics.

SKILLS

- Design process tool methodology
- Extensive AutoCAD knowledge
- Power systems
- LEED accreditation
- Semiconductor process system

- Prototyping
- Object component-oriented software
- Microsoft PowerPoint
- System-level electrical design and integration

WORK HISTORY

Electrical Engineer, 03/2020 to 05/2020
Heir Electronics – Lahore, Punjab

- Created electrical schematics using AutoCAD Electrical Toolset.
- Documented design using CAD drawings and schematics.
- Independently prepared and modified drawings, specs, calculations and graphs.
- Rendered technical drawings and electrical systems specifications exceeding company standards.
- Created, aligned and optimized electrical instrumentation and testing equipment.
- Performed in-depth electrical acceptance testing of completed hardware, including continuity and high-potential isolation testing.
- Improved methods for measurement, documentation and work flow management.

EDUCATION

Associate of Science: Science Education, 03/2015
The Peace School And College - Nowshera

BOOK READING

i usually read the books related to Sufism which helps me mediate and fight against the all day stress.

Question No: 3

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

Answer:

I am going to analyze the website called "Wikipedia" on the basis of how it fills the different characteristics of technical writing.

1. **Relevant:**

   The information provided is what the users are looking for. Instead of one result it gives us a lot of content which helps the users to select and watch the information of their own choice. Providing design specifications to the end-user would not be of much use.

2. **Precise:**

   The information is unambiguous and accurate. They don't want the users to wonder what something meant or do something wrong. As in many other websites the information we try to reach out for is not precise and is usually not the thing we're looking for. While at this website all the information is authentic and clear to understand.

3. **Complete:**

   The information is complete within the defined context and scope. They ensured every process and procedure is complete as are all the explanations. Everything the users search for has a complete explanation to it from history to amendment everything is there.

4. **Concise:**

   The information is crisp and to the point, yet complete. The users are able to read the information and get what they want quickly. For example, if the users want to read about computers this website will show all the information related to only computers.

5. **Well-Structured:**

   The information has a logical flow that helps users understand it quickly. Every information we try to look for is imbedded in different headings that starts from it's past till it's present. For example, if we want to know about a famous person like "Bill Gates" this website will give us his information step wise like;

   1. Born
   2. Occupation
   3. Years active
   4. Known for
   5. Net worth
   6. Title
   7. Spouse(s)
   8. Children
   9. Parents
   10. Website
   11. Signature

   As we can see all the information is well-structured and easy to learn.

6. **Well-Illustrated:**

   They used illustrations, screen shots, tables, icons and similar graphic elements where possible. So, the users can get the information easily and quickly. Usually they use photos.

7. **Accessible:**

   Users are able to locate the information they are looking for quickly and easily. The search bar is so quick that users can jump from one information to the other in no time. Every information present on the web page is accessible and the users face no problems accessing it.

8. **Predictable:**

   Similar information is structured and presented in a consistent manner. For example, if the user searched for a specific type of integrated circuit they will also see the links about other related integrated circuits which will lead them towards clearing the concept about the whole topic.