

Department of Electrical Engineering

Assignment

Date: 20/04/2020

Course Details

Course Title: Technical Report Writing

Module: 4

Instructor: MISS RIZWANA IQBAL

Total Marks: 30

Student Details

Name: M SALMAN SHAHID

Student ID: 15006

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

SALMAN SHAHID

Peshawar, KP 24650 ♦ 923449035873 ♦ sk0735260@gmail.com

PROFESSIONAL SUMMARY

Proficient Electronics Engineer knowledgeable in PCB Boards designing from Mini boards to Power Electronics Board

i also specialized in circuit schematic's, circuit stimulation and designing of buildings wiring diagrams

SKILLS

- Product optimization
- Team Leadership
- Wiring designer
- Troubleshooting skills

WORK HISTORY

Electronics Engineer, 01/2010 to 01/2020

PESCO – Peshawar

- Assembled circuit design to complete simulation and verification testing.
- Provided electronics engineering and systems expertise to support upgrades to operational observatory systems.
- Operator at power distribution unit

Electronics Specialist, 02/2013 to 03/2018

Huwawai – Wuhan

- Designer of Mobile models as a programmed lay out
- Operator at robotic soldering unit

EDUCATION

Associate of Science: Electrical Engineering At Iqra National Universty, 04/2005

Leads International - Pakistan Tarbela

ACCOMPLISHMENTS

- My accomplishment is in designing luxury model of Hybrid cell phone
- My accomplishment in making full wiring diagram of b-17 building
- My accomplishment in designing schematic circuit for hybrid ups

AFFILIATIONS

- Institute of Electrical and Electronics Engineers
- From Iqra national universty
- Association of Information Technology Professionals

CERTIFICATIONS

- Project Management Professional (PMP)
- CompTIA A+ Technician
- Circuit designer

Ans 2:- Concept about Technical writing:-

The word Technical means skills, specialized and strict.

By the use of different specialized skills by which any person able to understand easily and achieve what he want.

It is a type of writing on which every person are able to understand even the illetrate people

Combination of Parallelism:-

(i) The truck drove through the red light, struck another car, and landed in a garden of daffodils.
eliminating Parallelism

The truck drove through the red light struck another car and landing in a garden of daffodils.

(i) To maintain good health, people should try to eat a well balanced diet, sleep 8 hours per night, and exercise 20 minutes every day.

By eliminating Parallelism

To maintain good health, people should try to eat a well balanced diet, sleep 8 hours per night, and to exercise for about 20 min every day.

(ii) Ben is a talented singer, dancer & performer

By eliminating Parallelism

Ben is a talented singer, dancer and a performer.

Nominalisation sentence

(i) We analysed the data from the experiment, and it revealed that children react when they have too much sugar.

Nominalized form

The analysis of the data revealed children reaction to excessive sugar intake.

(ii) The stranger was extremely friendly with the young boy.

Nominalized form

The stranger's extreme friendliness made the boy uneasy.

(iii) The commencement of the ceremony will be at noon.

By eliminating nominalization

The ceremony will commence at noon.

Passive Voice :-

cookies will be bake by susan
for the bake sale. ^{two dozen}

Active Voice :-

Susan will bake
two dozen cupcakes for bake sale.

Passive Voice :-

All the reservation are
being made by the wedding planner

Active Voice :-

The wedding planner is
making all the reservation.

Passive Voice :-

The metal beam were
corroded by the saltwater.

Active Voice :-

The salt water corroded
the metal beams.

Ans:- By Analyzing some websites we can see that it covers many characteristics of Technical writing.

Website Design :- by technical writing

① Goals :- Before designing any website it is important to set a goal like

for :-

Sales

Marketing

In this case the website, it will help in accomplishing other goals of business such as

- Expanding audience
- Increasing Sales

Design Message

The design message is the image the organization wants to portray to the reader. This can also be called the brand when creating the look of website such as logos, colors, fonts and (this is one of the characteristic of T-writing by structuring a site audience feed it easy for reading)

Recognizing Audience:- knowing Audience will help to make better decisions. By knowing that what the audience can really want is, so by recognizing Audience and provide them information in a clear & concise manner.

Content:- Content is one of the most important reason for website creation even in first place. website with no content has no purpose.

- what question do the readers have?
- what is the most important information to the reader?

So it is also the characteristic of writing like in the books the written contents.

Creating Homepage:-

The home page is the place on the every site which every reader, or seeker can be click the homepage button to stick to the subject what they really want.

It is also the characteristic of technical writing.

Title Tag:-

It is important in webpage. The text is placed inside the title tag becomes the name of page like "google".

It is helpful because they allow the users to easily see what website they open.

It is easily accessible

References:-

It is also mentioned in every websites. It is basically an overview of the site.