

Course

Details

COURSE TITLE : TECHNICAL
REPORT WRITING

MODULE : 4th

INSTRUCTOR : MADAM
RIZAWANA IQBAL

STUDENT

DETAILS

STUDENT NAME : FAIZ UR
REHMAN

STUDENT ID : 14623

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:-

ORIGINAL:

Time division multiplexed system are basically much simpler, the combination and separation of channels being affected by timing circuits rather than by filters and inter-channel interference is less dependent on system non-linearities, due to the fact that only one channel is using the common communication medium at any instant

CONVERTED TO TECHNICAL WRITING:

system multiplexed by time division are basically much simpler. The channels are combined and separated by timing circuits, not by filters. Interference between channels depends less on non-linear features of the system, because only one channel is using the common communication medium at any time.”

Question No: 1

Find an ad for a position in your field of interest. Use Newspaper Help Wanted or your school's placement service. On the basis of the ad, decide which of your skills you will discuss to convince the firm that you are the person for the job. Create a t

ANSWER:-

FAIZ KHAN

Pabbi, KPK • 03005945263 • FaizKhan@gmail.com

Professional Summary

Skills

1: Good behaviour

2: Design circuits

3: power transmission expert

4: computer expert

Work History

Line Supervisor, 03/2016 to 02/2017

TESCO – Taxila, Punjab

- Performed analysis on [Type] technical designs and prototypes in development stage
- Managed \$[Amount] capital budget for engineering and maintenance projects
- Developed and implemented process flow improvement and standardization projects
- Managed and led multi-disciplinary design team throughout development and contract document phases for \$[Amount] project

Electrical Superintendent, 10/2016 to 01/2017

internship student – sarghoda, punjab

- Improved methods for measurement, documentation and work flow management
- Implemented improved training programs for maintenance employees
- Worked frequently with [Type] systems to complete knowledgeable inspections and skilled repairs
- Managed efficient teams of up to [Number] employees
- Procured pricing information from various vendors to support cost-effective purchasing
- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity

QUESTION NO: 3

Analyze a web site to determine how it fills the characteristic of technical writing.

ANSWER:

youtube is the website that fills the characteristic of technical writing.

Youtube is clear and straight forward. If you are interested in technical writing for professional purpose, it is very important to know that this type 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 words that the people do not understand and will avoid an eloquent writing style.

youtube 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 as fully as possible.

youtube is structured. This type of writing has a very obvious composition that makes it easy for the reader to follow along. Solid structure is needed with technical writing as it allows the audience to easily access the information as needed.

CLARITY- easily understood by intended audience

CONCISENESS- clear without excess verbiage

SPECIFIC AUDIENCE- targeted to particular reader

SPECIFIC PURPOSE- written for a specific purpose

COMPREHENSIVENESS- contain all necessary information