

Department of Electrical Engineering Assignment

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Course Details

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Instructor: Mam Rizwana

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Student Details

Name: FAWAD AHMAD

Student ID: 14231

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.

ANS. WHAT TO FOCUS ON IN YOUR RESPONSE: Before reviewing the questions you're likely to be asked, write down all your hard skills (e.g. web design, accounting, typing) and soft skills (e.g. problem-solving, creativity, communication), of that list, select up to five that you can confidently discuss in detail and apply to the specific role. Take it a step further by choosing a brief-but memorable-story that showcases your strengths. Make sure you research both the job description and the organization ahead of time.

Consider focusing on the following soft skills that employee look for:

Communication: It's at the core of every organization. Therefore, employers are inclined to hire candidates with strong verbal and non-verbal communication skills. Today's diverse workplace demands the ability to effectively communicate with people regardless of their characteristics (race, gender, age, experience, etc.) and sometimes remotely.

Collaboration: Team-focused individuals openly share their ideas in groups, actively listening to and asking their peers questions to move towards the overall objective.

Positivity: Employees with a positive attitude are optimistic. Enthusiastic and perceived as being honest. They see setbacks as opportunities to learn and grow and are generally well-liked by everyone.

Problem-solving: Efficient problem solvers tend to climb the ladder faster than most. In times of conflict, they identify the best solution-staying true to the organization's vision-and swiftly implement it to curtail adverse outcomes.

Fast learning: These employees can readily and enthusiastically synthesize new tasks. They acclimate themselves to new work environments and change more seamlessly than most.

Flexibility: Such an employee is open to taking on a range of tasks and offering their help to peers, even if the scope of work is outside their comfort zone.

Interview Questions about Your Abilities: Be prepared to answer these questions:

- Describe a time when your workload was heavy and how you handled it.
- Describe how you managed a problem employee.
- How do you handle stress and pressure?
- How will your greatest strength help you perform?
- How would you describe yourself?
- Sell me this pen.
- Tell me about yourself.
- What applicable skills and experience do you have?
- What are you passionate about?
- What can you contribute to this company?
- What challenges are you looking for in a position?
- What is your greatest strength?
- What is your greatest weakness?
- What motivates you?
- Describe a challenging work situation/project and how you overcome it.
- Why are you the best person for the job?
- Why do you want to work at this company?

Soft skills Interview Questions

These questions focus more on communication and emotional intelligence:

- Describe your experience dealing with the poor performance of colleagues.

- Have you worked with a team that didn't work well together or didn't get along? How did you overcome the roadblocks?
- Tell me about a time you reversed a negative situation and how you accomplished that.
- What tries your patience when dealing with co-workers?
- Describe how you develop relationships with new colleagues.
- Tell me how changed someone's opinion.

Preparing psychological for your Interview

- In addition to role-playing how you would answer the questions above (either to yourself in a mirror or to a friend willing of serve as your "interviewer"), there are steps you can take to ensure that you enter the interview room with enthusiasm and confidence.

On the day of the interview, try to set aside enough time from your normal daily activities so you can spend the hour or two before your meeting concentrating on your preparation. Make sure you have a good meal beforehand (avoiding caffeine if it makes you jumpy). Dress carefully in appropriate professional attire, and give yourself extra time to travel to the interview. In the event of traffic delays, you'll still make it there ahead of time.

Before you enter the building, reread your resume and cover letter, remembering that they were good enough to land you an interview. Mentally marshal a few of the most important taking points you hope to mention during your discussion-things like your achievements, why you are interested in this particular company, or how you envision you would be able to contribute within your new role.

Finally, remind yourself that you are interviewing the company representatives as much as they are interviewing you-this is your best opportunity to sense if these are people you could work with and see whether the job is as good as fit as it looks on paper. This will allow you to mentally "own" the interviewing process, providing you with the positive energy that will ensure you make a great impression on the hiring committee.

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.

ANS.

- Inform (educate) the user.
- Write clearly, using words the audience understands.
- Compose simple, active voice sentences.
- Understand the audience and speak directly to the reader.
- Use active voice, appropriate grammatical person, present tense, and the imperative mood.
- Determine if the text requires a change in grammatical person or past tense, future tense, and/or declarative mood.
- Avoid unnecessary repetition, redundant jargon, and passive voice.
- Evaluate your writing: write, review, and repeat.

Important information at the beginning of a sentence makes it easier to understand.

Example

Unclear:

- The unwise walking about upon the area near the cliff edge may result in a dangerous fall and therefore it is recommended that one remains a safe distance to maintain personal safety.

Clearer:

- Danger! Stay away from cliff.

Use your audience's vocabulary

Good technical writing improves the reading experience. Use synonyms for "technical" terms to make the reader's document search more effective.

Understand your environment

Some business environments don't understand the technical writing style, insisting on passive voice and artificial formality. Modern technical writing directly addresses the reader in an unpretentious way.

Sentence structure

Good sentences structure helps convey information. Try to keep the most important information towards the beginning of the sentences.

No

Furthermore, large volumes of water are also required for the process of extraction.

Yes

Long sentences tax the brain and make remembering information difficult. Strive to keep sentences under 16 words. Split long sentences into two or more chunks. Sentences that list three or more items may work better as a bulleted list.

Short sentences

The most basic sentences are simple sentences with only one clause. Evaluate each sentence to ensure it contains sufficient information.

Quotation marks

In the U.S, periods and commas usually fall inside the quotation marks. In the UK and most other countries, terminal punctuation usually goes outside the quotation marks unless part of the quotation. This style is also permitted in American writing where precision is necessary, e.g. in presenting computer code and commands, or in textual criticism.

Generally writing rules work for technical writing:

1. Never use a metaphor, simile, or other figure of speech you are used to seeing in print.
2. Never use a long word where a short one works.
3. If it is possible to cut a word out, do so.
4. Never use the passive voice. Use active instead.
5. Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.

Exception for technical writing

- If the audience habitually uses a particular metaphor, simile, or other figure of speech, you can use it too.
- If scientific jargon is a standard, ensure you follow it.

- Once you explain a word or term, you have made it usable in that document as a technical term-so use it consistently for the element. First, second, and third person refers to personal pronouns that reflect a point of view in singular and plural forms. Each ‘grammatical person” can be written in subjective case or possessive case

When writing or editing technical content, consider the sentences or paragraph’s meaning. The two examples below demonstrate common uses of third and second person.

Example: The person – active voice

- The options menu item specifies which model components display. Selecting options produces a pop-up dialog box with toggle switches grouped into Elements, Rendering, and Reference Geometry.

Second person

The second person point of view addresses a reader or listener directly. Second person addresses the reader, the person you writing speaks to

Here is an example of the imperative mood with the pronoun your:

- Turn in your cycle log each Friday.

Contraction

Readers process and understand short, active voice sentence. Remember that instructions you provide the user must indicate: Who, what, where, and hoe to perform the action.

No

Workers should tighten the chunk with great care because incorrect tightening may result in damage to the drill bit.

Yes

Tighten the chunk carefully to avoid damaging the drill bit.

Avoid ambiguous sentences

Do not write sentences that the reader may interpret in more than one way.

No

The user may choose to open the chosen file, and it will automatically open itself when it is hit by the mouse

Yes

Click any file to open it.

Q3. Analyze a Web Site to determine how it fills the characteristics of Technical Writing.

Ans. Knowing the characteristic of technical writing is very important if you are a person that is interested in writing professionally. There are many different types of writing and each type has purpose. Technical Writing is different from other types of writing in that is more informative. The purpose of this type of writing is to explain a variety of topics to other people. Technical writing is commonly seen in how to manuals and other pieces that provide direction. Learning the characteristic of technical writing is essential if you want to build a successful writing career.

Purpose of Technical Writing

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

The main purpose of technical writing is to provide sometimes complex information. This is the type of writing that will:

- Assist a person with understanding more about a particular item, such as a computer or a new drug or a new piece of technology.
- Explain how an object works or how to complete a project.

Technical writing is targeted to readers who are looking for information on a particular topic. The goal in targeting this group is to make sure that the information provided is clear, concise and easy for anyone to understand.

This type of writing is somewhat difficult for some people as it requires that you are able to translate information that is sometimes hard to comprehend into terms that anyone will be able to read and follow along with, without an issue. While there are different types of writing is the type that most clearly focuses on

presenting information in a specific way so that people can use the information for a variety of purpose.

Characteristic of Technical Writing

Technical writing, just as any other form of writing, has certain characteristics which distinguish it from writing opinion pieces, essays. Prose, non-fiction or fiction.

- It is clear and straight forward. If you are interested in technical writing for professional purpose, it 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 words that people do not understand and will avoid an eloquent writing style.
- It is very detailed and information. The perfect example of technical writing is a textbook. The written content of most textbook is geared to providing information by describing the subject matter as fully as possible.
- It is very 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.

Uses of Technical Writing

With understanding the characteristic of technical writing you can better comprehend how this type of writing is used. Technical writing is found everywhere. There are a variety of different types of writing which use a technical style.

For example, instructions of all sorts are a perfect example of technical writing.

- When you open up an instruction manual, as the reader, the goal is to be informed about the product so that you can use it as efficiently as possible.

- Lab reports are another example of technical writing. The main purpose of a lab report is to explain the occurrences in a lab so that others will be able to gain information.
- Driving directions can be considered a type of technical writing as the goal is to clearly and efficiently provide instructions on how to go from point A to point B.

Overall, technical writing is a very useful form of writing that is encountered by everyone almost every day.