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

## Course Details

**Course Title:** Technical Report Writing        **Module:** 4

**Instructor:**                                 **Total Marks:** 30

## Student Details

**Name:** Naveed Ali        **Student ID:** 16753

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 |

Q1. Ans:

Naveed Ali
House # 5, Street # 1
Odigram, Swat
April 23, 2020

Chief Engineer

WAPDA

KPK

Subject: **Cover letter for Job of Electrical Engineer**

Respected Sir

 I would like to utilize this opportunity to introduce myself for the position of power engineer in Bahrain Power Plant. I am writing this application in reference to the advertisement posted in Mashriq News Paper regarding the opening for fresher Power plant operator with job code frpe728. Your company has good engineers, well paid salary and famous reputation inspired me to apply for this job.

I currently working on as an intern Power Engineer with NESPAK Pakistan. I have profound knowledge of efficient power generation and could help in implementation of the alternative solutions in power generation. I have good analyzing skills, researching skills and am regularly updated with current technologies used in the manufacturing processes. I also have the ability to find out defects in the existing systems and upgrade them with the suitable ones.

Detailed information is attached in CV.

# NAVEED ALI
## Electrical Engineer

## PROFILE

I seek a challenging career that utilizes my skills and abilities and provide an opportunity to work in a professional environment. I solemnly believe in hard work and devotion and hence, offer my services to the best of my capabilities. My objective is to achieve a significant and competent position within a reputable organization to enhance my skills.

## CONTACT

CELL #
03414508771

EMAIL:
naveedipi03415@gmail.com

## PERMANENT ADDRESS

Village & P/O Odigram Tehsil Babuzai District Swat KP

Date of Birth:   01-01-1989
Nationality:   Pakistani

## EDUCATION

| Degree | Institution |
|---|---|
| B.Sc (Electrical Engineering) | IQRA National University Peshawar |
| F.Sc | BISE Saidu Sharif Swat |
| SSC | BISE Saidu Sharif Swat |

## WORK EXPERIENCE

- One Year experience WAPDA Circle Training Center Swat
- Five Years experience with Govt: Contractor Muhammad Anwar as Electrical Supervisor

## OTHER SKILLS

- Power Systems
- Process Monitoring
- Project Management
- Wring Systems
- Heat System
- Electrical Tracing

## EXTRA- CURRICULAR ACTIVITIES

- Reading Books
- Fond of Hiking
- Watching Historical Documentaries

## LANGUAGES

- English
- Urdu
- Pashto

Q2. Ans:     Technical writing is a type of writing where the author written about a subject, where specific direction, instruction or explanation is the requirement. Technical writing has a unique purpose and characteristics other than creation, academic or business writing. Technical writing is the presentation of information that helps the solution of a problem, proposals, manuals, webpages lab reports, newsletters and other professional documents make use of technical writing.

Technical Writing is a type of writing where the author is writing a particular subject that requires specific direction, along with instruction or some explanation. this type of writing has a very different purpose and different characteristics other than writing styles such as creative academic writing or business writing. Technical writing presents information that helps the readers to solve a particular problem. Technical writing is used in proposals, manuals, webpages, Lab reports newsletters and many other kinds of professional documents.

Q.3 Ans: An analysis can even help determine the layout of the site before one is created. A good website analysis explains how well the site supports the company's goals.

1.      Identify the company goals and how they relate to the Web presence. Including this information early in the report helps the executives or stockholders reading the report understand the purpose for the website. For instance, should the site inform customers about the company's services, persuade them to have a certain attitude about products or ideas or actually allow direct sales? Write these goals in order of importance in the report.

2.      Explain your methodology. If you examined competitors' sites, discuss how you determined which businesses to look at, such as those located in the same city or the first few found through a Google search. Describe the process you went through at the site or sites. For instance, perhaps you searched for and attempted to buy a toy for a child within a certain age group. Include information about rating criteria in this section.

3.      Describe the structure and content of the site or sites. It is important to comment upon how easy it is to find products but also company information such as hours of operation and a contact email. Point out inconsistencies in menus among multiple pages and organizational issues such as links that are difficult to find.

4.      Write specific recommendations based upon the findings in the previous section. Refer to the company goals as well as effective elements of other websites if applicable.

5.      Create an executive summary, which is a brief explanation of your report's purpose, findings and recommendations. An executive summary typically explains the report in more detail than an abstract and is usually one or two pages long. It should explain the information without repeating the report verbatim.

6.      Organize the report by placing the executive summary first, then methods, findings, discussion, recommendations and any appendices such as a scoring matrix. Label each section accordingly.

7.      Review your language choice. The report should explain ideas succinctly without a lot of technical terms. If you do need to use jargon, define such terms when you first use them.

8.      Ask someone to review your report for clarity. The reviewer should not just be an editor looking for comma errors or spelling mistakes but someone willing to express concerns about the way your ideas come across. Revise the report as needed.