

# COURSE:

TECHNICAL REPORT WRITING.

# MODULE:

4TH SEMESTER.

# INSTRUCTOR:

RIZWANA IQBAL.

# NAME:

ALI DARVISH KAYANI.

# STUDENT ID :

15243

QUESTION NO 3:

ANSWER;

The purpose of technical writing is to help users to do the right thing , quickly and easily.

- Characteristics of effective technical content;

- Revelent.

The information provided must be what the users are looking for,

- precise
- complete
- concise
- well-structed
- well-illustrated
- accessible

## • IMPORTANT CHARACTERISTICS:

- Clarity.

easily understood by

intended audience.

- **Conciseness.**

clear without excess

verbiage.

- **ACCESSIBILITY.**

To

increase Accessibility, include headings and lists in the report. A table of contents, list of illustrations glossary and index are preferred.

- **Comprehensiveness.**

When writing technically, all the information should be provided, its background must be described and clear description of any process, or method of carrying out a specific work, should also be given. It also includes results, conclusions and recommendations.

- **Correctness.**

Good technical report must also be correct. It. Must be

free from grammatical errors.

- Accuracy.

Unclear writing can cause many problems and even inaccuracy in the report. if you have to write 40,000 words just write only 40,000 words not too long.

**QUESTION NO 1:**

**ANSWER;**

---

# ALI DARVISH KAYANI

---

KOHAT, KP 26000 ♦ 03142115447 ♦ KAYANIALIDARVISH@GMAIL.COM

---

## PROFESSIONAL SUMMARY

---

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## SKILLS

---

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## WORK HISTORY

---

**Engineer**, 01/2020 to Current

**DARVISH – KOHAT, PAKISTAN**

- Prepared project proposals, including cost estimates, schedules and project specifications.
- Applied technical troubleshooting ability to create quality HVAC and air control solutions.

**Engineer**, 01/2020 to Current

**WAPDA – KOHAT, PAKISTAN**

- Worked closely with engineers, land surveyors and other key stakeholders on different infrastructure projects.
- Prepared project proposals, including cost estimates, schedules and project specifications.
- Obtained quotes for project materials and communicated with suppliers to determine best pricing.
- Estimated quantities and cost of materials, equipment and labor to determine project feasibility.

## EDUCATION

---

- QUESTION 2:
- ANSWER;
- OWN CONCEPT OF T.W.STYLE:

The technical writing is a different type of writing ,in which the author writes a huge paragraph in simple but meaning ful words . This writing has different types of characteristics and had different writing style , its different other writings like, creative writing , academic writing or business writing etc.

Active voice Passive voice Nominalisation

Academic skills lecturers teach the students how to write essays during Orientation Week. Students are taught how to write essays by academic skills lecturers during Orientation Week. During orientation week, the teaching of academic writing skills for students ...

Students learn about referencing and plagiarism.

Referencing and plagiarism is learnt by the

students. Student learning about referencing and plagiarism ...

Lecturers and students at the university use TurnItIn to identify plagiarism in assignments. TurnItIn is used by lecturers and students at the university to identify plagiarism in assignments. The use of TurnItIn for plagiarism identification by university lecturers and students ...



