COURSE : - Technical report Writing.

Module :- 4$_{th}$ semester.

Instructor :- Ma'Am rizwana iqbal.

Student name :- Fawad Niaz.

Student id no. :- 14568.

QUESTION NO. 1:- 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.

Answer no. 1:-

Fawad Niaz

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OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

EDUCATION

Degree/Course	institute	Year of Passing	Percentage / Grade
Electrical Engineering	Iqra national	Pursuing	

LANGUAGES

Urdu

INTERESTS

Electrical engineear

SKILLS

Engineer

HOBBIES

Study

ACHIEVEMENTS

game

REFERENCES

FAWAD NIAZ
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DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-menyioned particulars.

Date: 26-04-2020

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 no. 2:- Technical writing is a type of writing where the author is writing about a particular subject that requires direction,

instruction, or explanation. This style of writing has a very different purpose and different characteristics than other writing styles such as creative writing, academic writing or business writing.

-:Uses for Technical Writing :-

Technical writing is straightforward, easy to understand explanations and/or instructions dealing with a particular subject. It is an efficient and clear way of explaining something and how it works. The subject of technical writing can either be:

1. **Tangible** - Something that can be seen or touched, such as a computer or software program, or information on how to assemble a piece of furniture.
2. **Abstract** - Something that involved a series of steps that aren't related to a tangible object. One example of this might be steps required to complete an office process.

Some examples of technical writing include:-

- Instruction manuals
- Policy manuals
- Process manuals
- User manuals
- Reports of analysis
- Instructions for assembling a product

- A summarization of a long report that highlights and shortens the most important elements

  - *Active voice ,Passive voice nominalizations:-*

    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.

    Different disciplines VALUE different

styles of writing. It is really up to you to get a feel for what is

required from your studies (i.e. check lecture notes, text books and articles written for that discipline). For example, LAW AND LITERATURE STUDIES usually call for active voice while the SCIENCES typically ask students to use passive voice.

Active voice:-

1. Academic skills lecturers teach the students how to write essays during orientation week.

2. Students learn about referencing and plagiarism.

3. Lecturers and students at the university use TurnItIn to identify plagiarism in assignments.

Passive voice: -

1. Students are taught how to write essays by academic skills lecturers during Orientation week.

2. Referencing and plagiarism is learned by the students.

3. TurnItIn is used by lecturers and students at the university

to identify plagiarism in assignments.

Nominalization:-

1. During orientation week, the teaching of academic Writing skills for students.

2. Student learning about referencing and plagiarism.

3. The uses of TurnItIn for plagiarism identification by university lecturers and students.

QUESTION no. 3:- Analyze a Web Site to determine how it fills the characteristics of Technical Writing.

ANSWER no. 3:- Knowing the characteristics 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 a purpose. Technical writing is different from other types of writing in that it 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 characteristics of technical writing is essential if you want to build a successful writing career.

Characteristics of Technical Writing: -

Technical writing, just as any other form of writing, has certain characteristics which distinguish it from other types of writing. It is very different 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 purposes, 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 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.

- 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.

-: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.

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