

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: \_\_\_\_\_

Student ID: \_\_\_\_\_

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

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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 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:

Ad We need O & M Co-ordinator for Ufone project North II Peshawar. Preference will be given to those having relevant experience. Send your resume to P.O box — HR Islamabad.

RESUME:

Name : Fawad Rehman

Mob/Phone: 0314-6582369

Mail Add: engrfawadrehman16@gmail.com

Objective:

To associate with an innovative and vibrant organization to gain career experience by P-T-O

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Putting into practice my knowledge & expertise.

Professional Experience:

Mobiserve Pakistan Limited

From 01<sup>st</sup> Nov 2016 To 16<sup>th</sup> Oct 2019.

As O & M Coordinator.

1. Working on Netnumen, Netact, SDR Lmt softwares used for Network management.
2. Making reports regarding cluster.
3. Attending team meeting.
4. Providing technical support. Escalating technical issues to appropriate technical teams & customers.
5. Analyze technical issues that may be encountered during the project and facilitate coordination among customers to check out a resolution & activity plan and follow it up till resolution of the issue.
6. Daily ticket closing reporting of the project from different perspectives.
7. Develop reports for the delays highlighting root causes of the delay and suggesting resolution.

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8. SPMS (Spear Parts Management Service)
9. Working on transmissions, quality issues, strength issues, Remote mentoring system & Nec etc.

Education:

Highest Qualification

BE Electrical Engineering

INU Peshawar - Present.

Question No: 2

Write a paragraph about a concept you know well about technical writing style. Use as many Nominalizations, employ Parallelism & passive voice combinations as you can. then rewrite it by eliminating all those construction.

Solution:

Technical Writing Style:

A technical writing style is always concise, precise, direct and well organized. Writing style is something you must be aware of and continually work to refine as you develop your

## Communication Skills.

A technical communication writing style prioritizes the efficient transfer of information. Technical communication asks you to document information & communicate it in a concise, precise and professional way.

### Effective Technical Content:

The information provided must be what the users are looking for

- Precise • Complete • Concise • Well-structured
- Well-accessible

Active & 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.

Students learn about referencing & plagiarism.

Referencing and plagiarism is learnt by the students. Student learning about referencing and plagiarism.

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Lecturers and students at university use Turnitin to identify plagiarism in assignments.

Turnitin is used by lecturers and students at university to identify plagiarism in assignments. The use 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.

Solution:

WEBSITE:

the website selected to study how it fills the characteristics of technical writing is (Coursera) which is basically among world best platform for online learning & studies. It has linkage with world top class universities from Europe & America.

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## Characteristics of Technical Writing:

Following are the characteristics explain possess by Coursera.

### Clarity:

Coursera is well developed and latest upto date website which clearly mentions its facilities, information easily understood by intended audience.

### Conciseness:

It is a website which is clear means having no repetition or dual wording or cross catalog means it is clear without excess verbiage.

### Accessibility:

It is a website where you can access to headings or lists of your choice. It contain a proper table of contents, headings where you can go to your choice contents. there is a search catalog where you can find contents and data of your choice.

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**Comprehensiveness:**

It provided a comprehensive information, process, method of any data or work it possess, suppose you enter some data, it will delivers each and every content related to this data.

**Correctness:**

It possess this quality very much actively. It is a website free from any grammatical errors & drawbacks.

**Accuracy:**

there is no unclear writing issues in this website so no worry for inaccuracy.

**Well-structured:**

It is a well-structured website having separate columns for different functions, having table of content where you can find your choice. having explore & search option where you can find anything you want.