

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

Course Details

Course Title: Technical Report Writing
Instructor: Madam Rizwana

Module: _____ 4 _____
Total Marks: _____ 30 _____

Student Details

Name: Saad Bin Tariq
Student ID: 5534

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

Q 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.

Ans. 1

With great veneration and respect, it is stated that I have come to know through your add published in the various newspapers on 23/04/2020 that few different parts of various categories are lying vacant in your prestigious department. I went through your detailed add for the posts and I decided to apply for the post of Electrical Engineer as I have the bachelors. Degree of B.Sc. Electrical Engineer.

I have been serving in a private firm and gained sufficient experience to work independently. In the light of every kind of work which has been identified in your add.

In view of above, I offer myself for the said post in the light of my experience which has been evidently explained in my attached resume, which contain details of my biodata to support my request

I hope your good self will consider my request for the appointment as Electrical Engineer in your esteemed department. Further I assure your good self that I will leave no stone untimed to discharge my duties to the entire satisfied of my superiors

RESUME ATTACHED:

RESUME

OBJECTIVES

I have learnt the hardships of my life faced in connection with my complete Academic field that whatever a person determines he must be tried to complete the task in all respect with entire satisfaction of his self. I am very enthusiastic about it and industrious in connection with my objectives. May Almighty Allah help me in my goals.

SAAD BIN TARIQ

Contact	0301-8899001
Address:	Gul plaza Charsada Road Peshawar
Email:	saadtariq072@gmail.com
F/Name:	Muhammad Tariq Zahoor
D.O.B:	17-10-1995
CNIC:	61101-4205772-7
Qualification:	Matric 1st Division F.Sc. 1 st Division
Electrical Engineering	I have passed B.Sc. Electrical Engineering
Additional Qualification & Skill of Languages:	I am teacher of English Language and can speak English fluently. In Addition I can speak Urdu, Pushto, Hindko and Punjabi.
Experience:	I have four years' experience according to degree as explained above
Computer Skill:	I have completed MS office and well versant in official work

Hobbies I am in habit of reading articles, updates myself in Connection with day to day happening in our country, reading books, solving mathematical problems and serve the humanity

- References**
1. Dr. Sohail Imran (Chairman Elec. Dept.) INU Peshawar
 2. Dr. Jahanzaib (Associate Dean) INU Peshawar

Q 2:

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. 2

Concepts of Technical Writing

It's a type of writing where in the author writes about particular subject which requires direction, instructions and explanations. Study of writing has a different purpose and different characteristics. Than other writing style such as creative writing, academic style and business writing style

Use of Nominalization in Employs of parallelism

In the light of example of parallelism it is an example "I have a dream that my friend will one day live in nation where he will not be judged by his color of his skin but the contents of his character

Example of Passive Voice and Its Elimination

1. My son says, " I study nature"
My son says that he studies nature.
2. Teacher said, "I teach you English"
Teacher said that he had taught me English
3. Student said to the teacher, "I have completed my home work"
Student said that he had completed his work

4. He said to me," I will go to university
He said to me that he would go to university
5. They said," we are going to Lahore
They said that they were going to Lahore

Q 3:

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

Ans. 3

Technical writing style contains conveying complicated and specialized information to the people and for the students. Technical writing includes ensure excellent grammar containing punctuations for analyzing clear writing style. It is further added that a general understanding of the subject and paying strict attention for accuracy of the information presented.

Analyzing through a Web

The web is important to allow information to the people and students in different places of the world simultaneously. Technology also helps to communicate it easier, faster and more. The web can be used in many ways for technical writing and communication. A good websites can easily explain and support the aim and goals relates to your business or facilities provided for education. The detail is as under:-

1. First of all your purpose and goal of your preference for information of people.
2. What is methodology to help your clients
3. Detail of structure and contents of site
4. Specifications of website and recommendation based on the finding