Department of Electrical Engineering
Assignment
Date:

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Course Details

Course Title: Technical Report Writing   **Module:**   4
Instructor: MISS RIZWANA IQBAL   **Total Marks: 50**

Student Details

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Note: **Plagiarized work is not acceptable**.

Q1	How to write a resume for a job? Explain it with example.	Marks 10
		CLO 2
Q2	How to write a research proposal?	Marks 10
		CLO 2
Q3	How many steps are included in technical writing process?	Marks 10
		CLO 2
Q4	How do you write an instruction manual? Explain it with example.	Marks 10
		CLO 2
Q5	What is the difference between memo and memorandum?	Marks 10
		CLO 2

Q1: How to write a resume for a job? Explain it with example.

Ans: A concluded detail about a person which is used at job interviews or at a new place. It have all personal, educational and other details.

How to write a resume:

1. Pickup the right Resume Format and Layout.
2. Choose correct font size.
3. Mention personal Details.
4. Add contact Information.
5. Write Objectives about yourself.
6. Write your Work Experiences.
7. Add achievements and certificates.
8. Add your skills and talents.
9. Include additional things like, languages, Hobbies, interest.
10. Add Your Information For the required job.
11. Proofread Your Resume.

Formats for Resume:

There are 3 formats given for resume, which are the following.

Reverse chronological resume format :

This is the well known resume format and is used by people with plenty of work experience that is relevant to the position they are interested in or applying for.

Functional resume format :

If you lack relevant work experience because you are under graduate, or you are looking to make a career change, the skills-based format is a better choice.

Combination resume format :

The combination resume is for job-seekers with a diverse skill. It is useful if you are applying for a role that requires expertise in 3-4 different fields, and you want to show all that in your resume. For example, you are applying for a senior management role, and the requirements are expertise in Management, Sales, and Software Development.

Example:

A resume can be made like:

M Yasir

Engineer

092-39764385

Handsomeuzair@gmail.com

Profile:

   I am skilful person who can adjust at any situation, I am passionate about my work, can work under pressure and can achieve high at less time.

Experience:

Work at Dramatic society actor.

Work at Construction buildings as management staff.

Work at sport society as a player.

Work at welfare society as a social worker.

Education:

Matric A grade from Peshawar model school Peshawar.

FSC A grade from Peshawar model college Peshawar.

Electrical engineering from Iqra National university Peshawar.

Skills:

Urdu Pashto English

Active

Punctual

Motivated

Dedicated

Q2: How to write a research proposal?

Ans: Research Proposal:

A research proposal is a conclusion or summary of a proposed research. It clear the issues that you are facing. It outlines the general area of study within which your research falls, referring to the current state of knowledge and any recent debates on the topic. It also demonstrates the originality of your proposed research.

Example:

By demonstrating that you have the ability to communicate ideas clearly, concisely and critically. The proposal also helps us to match the research interest with an appropriate supervisor.

How to write research proposal;

They are the following;

Length of proposal:

It should not be more then 7 pages. 3000 words.

Title;

One should be clear about the title, give a clear and understanding title so the reader can find it easy.

Background:

Add issues that one have faced at the research, identify the disciplines, and add short literature view. And summarize the key debate.

Research questions:

Add questions related issues faced in the research, whereas add why it is important to discuss it.

Reference list or bibliography:

One should use proper citations in the published form for the research and add it to the reference while at some researches bibliography is also required.

Basic requirements for research proposal:

- Cover page

- Introduction

- Literature review

- Research design

- Reference list.

Q3: How many steps are included in technical writing process?

Ans: Technical Writing Process:

        We use technical writing at all the professional levels, it is written more professional and use in organisations companies and institutions.

There are 5 steps of Technical Writing Process;

- Preparation

- Research

- Organisation

- First draft and revision

- Review and publish.

Preparation:

     First step is preparation when a technical writer creates a plan. First of all, ask the following questions:

1. Who am I writing for?

2. What is the average age of the audience?

3. How many documents do I need to write?

4. What is the deadline?

Research:

   In the research stage we are gathering information about product. And here is what we should do: interview people who are also working on this project, reading information about the product that we are going to document.

Organisation:

   Then we will analyse the information that we have gathered from different places, divide it into different sections which will describe the product. Information of organization is essential, it will help you create a structure of your future documentation.

First draft and revision:

   Now at this step we are ready for the first draft. The draft will be a base for our future documentation, create it as it comfortable for you, like you may use long descriptions, not formatted lists and so on, but then you should revise the written content wisely and follow all the technical writing rules like placing important information first, using the clear sentence structure, active voice and so on.

Review and publish:

   Check all the errors correct them, check the content references tests and all the details correct it as well, look for grammatical mistakes correct that and at the end when it is perfect publish it.

Q4: How do you write an instruction manual? Explain it with example.

Ans: Instruction manual:

                 Instruction manual are a form of guidelines where the people are instructed about anything specifically or generally. It has all the little and big details of what the readers wants to know and that's why it is made professionally and not taken in a light way.

Example:

Different teams like in marketing, sales, HR, technology, customer service, designers, to combine them to work together, collaborate, brainstorm ideas, and create the best looking internal as well as external documents quickly and easily, we can also take use of instruction manual, for manual one have to research, write, and design it effectively to get the most out of it. It will empower teams to get the work done in half the time and with more conviction.

How to write Instruction manual:

The following are some steps for instruction manual;

Goal of the manual:

Get yourself clear with goal do you need for your manual, once you decide it go for it and stick to it till end.

Content in Manual:

Think briefly what content you want to add in your manual, collect them from different sources and books and then add to the manual in sequence.

Write concise and easy:

Write to the point. Do not prolong the paragraphs and add extra material to the manual, make it concise and use of easy words is important, know that who are your readers and write according to that.

Collaboration;

Making sure you do not miss out or miswrite some critical information is to get some help. Gather your peers around and start working on the document collaboratively.

Organise the manual:

Check each word points or sentences, check over everything organise it and then do proofreading. Recheck again and the instruction manual is ready.

Q5: What is the difference between memo and memorandum?

Ans: Memo and Memorandum:

Memorandum or a memo is a note or record for future use. For an organization, it is very important to have an efficient way of communication. It has a number of purposes in all types of work.

Example:

Memorandum is a written message or information from one person or department to another. It is less formal than a letter.

Memo and memorandum:

A memorandum is often abbreviated as a memo. It is the short form of memorandum, and besides this it same and it works same.

How to write memo or memorandum:

While writing a memo or memorandum it has these basic points.

1) To inform the uninformed.

2) To inquire the information.

3) As a report from a meeting.

4) Used a suggestion.

5) To remind about previous data.

6) We can use it as a instruction as well.

7) We can promote goodwill using a memo.

8) To communicate our ideas with others.

Thank You