

NAME: ABDUL BASIT KHAN

STUDENT ID: 14564

SUBJECT: TECHNICAL REPORT WRITING

INSTRUCTOR: MADAM RIZWANA IQBAL

DATE: 24TH APRIL, 2020

Question No: 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.

ANSWER:

Technical Writing Style Concept

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**.

EXAMPLE 1:

Original:

The removal of reduced Sulphur compounds from in-mill processes and the prevention of anaerobic formation of reduced Sulphur compounds will improve both air and effluent quality. (26 words)

Converted to technical writing:

Removing reduced Sulphur compounds from in-mill processes and preventing anaerobic formation of reduced Sulphur compounds will improve both air and effluent quality. (22 words)

EXAMPLE 2:

Original:

Our request is that on your return, you conduct a review of the data and provide an immediate report. (19 words).

Converted to technical writing:

We request that when you return, you review the data and report immediately. (13 words)

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.

An: *I found an ad in newspaper in
Which new job opportunities were
For engineers in K Electric. The criteria
For applying was Bachelor's of Electrical
Engineering so I made my resume.*

ABDUL BASIT KHAN

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Professional Summary

Skills

- 1: Can speak different languages like English, Urdu etc
- 2: Write Calligraphy
- 3: Design electric circuits
- 4: Good communication skills
- 5: Use AutoCAD

Work History

Electrical Site Engineer, 10/2017 to 01/2018

Power Transmission Operator – Peshawar, KPK

- Documented design using CAD drawings and schematics
- Created electrical schematics using AutoCAD Electrical Toolset
- Designed and approved power distribution requirements for [Type] facility construction
- Performed in-depth electrical acceptance testing of completed hardware, including continuity and high-potential isolation testing
- Improved methods for measurement, documentation and work flow management

Sub Assistant Engineer, 03/2016 to 02/2017

TESCO – Taxila, Punjab

- Performed analysis on [Type] technical designs and prototypes in development stage
- Managed \$[Amount] capital budget for engineering and maintenance projects
- Developed and implemented process flow improvement and standardization projects
- Managed and led multi-disciplinary design team throughout development and contract document phases for \$[Amount] project

Education

Graduate Of Engineering: Electrical Engineering, 03/2015

Iqra National University Peshawar - Peshawar, KPK

Question 3:

Ans: Google is the website that fills the characteristics of technical writing.

Following are the characteristics in Google website.

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.

Clear

- Google 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.

Precise

- 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 in Google

Complete

- It is very detailed and informative. The perfect example of Google is a textbook. The written content of most textbooks is geared to providing information by describing the subject matter as fully as possible.

Well structured

- Google is very structured. It 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.

Well-Illustrated.

- The adage of a picture being worth a thousand words is very relevant to technical writing which can be seen in Google. It Use illustrations, screen shots, tables, icons and similar graphic elements where possible.

Accessible.

- Users should be able to locate the information they are looking for quickly and easily. This is why Google use technical documents that have headings, Table of Contents, Index, cross-references, links, etc. Remember, users refer technical documents.