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Dep : MMC

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Exam : Final

Q1 Technical writers use design processes to creatively solve complex problems; they use writing processes to create complex documents. In both cases, there are steps or stages. What is the chronological manner to know the technical writing process?

Answer:

A technical report example is a written document made by a

Researcher which contains the details about a project's results.

Such a report may contain procedures, design criteria, research

History, images or illustrations, and other data relevant to the project

1 KEY CONCEPT: Problem-Solving Approach to Communications Tasks

In the workplace, many of the communications tasks you perform are designed to solve a problem or improve a situation. Whether you are doing work for a client, for your employer, with your team, or for someone else, you will typically use some sort of design process to tackle and solve the problem. A clearly-articulated design process provides you with a clear, step-by-step plan for finding the best solution for your situation.

Take a moment to search the Internet for the term "design process" and look at "images." You will find many variations. Have a look at several of them and see if you can find a common pattern

Communication as Solution

This model can apply to a communications task as well as more physical design tasks. Imagine your communications task as something that will solve a problem or improve a situation. Before you begin drafting this document or presentation, define the problem you want to solve with this document:

- **Understand the Need:** consider what gave rise to the need to communicate. Does someone lack sufficient information to make a decision or take a position on an issue? Did someone request information? Is there some unsatisfactory situation that needs to be remedied by communicating with your audience? What specifically is unsatisfactory about it? Consider your audience. For example
    - *A potential client lacks sufficient information on whether the solution I have proposed to solve the client's problem will be feasible, affordable, and effective.*
    - *My instructor lacks sufficient examples of my written work to assign a grade for how well I met the course learning objectives.*
- **Establish a Goal:** consider your purpose in writing. What do you want your reader to do, think, or know? Do you want your reader to make a decision? Change their opinion or behaviour? Follow a course of action? What is your desired outcome? And what form and style of communication will best lead to that outcome? For example
    - *Provide the client with enough information, in an effective and readable format, to make a decision (ideally, to hire you to build the solution for the problem).*
    - *Provide my instructor with samples of my writing that demonstrate my achievement of the course learning objectives (provide relevant and complete information in a professionally appropriate format, using evidence-based argument; earn an A+ grade on the assignment.)*
- **Define Objectives:** consider the specifics of your message and your audience to determine what criteria you should meet. What form should it take? What content elements will you need to include? What kind of research will be required? What information does your audience want/need? What do they already know?
    - *Review the client's RFP to see what specific objectives it lists.*
    - *Review the Technical Report Grading Rubric to determine specific requirements and objectives that will be graded by your instructor.*
- **Identify Constraints:** what are the pass/fail conditions of this document? Consider your rhetorical situation. What conditions exist that present barriers or challenges to communication? How can you address them? For example, how much time is your audience willing to spend on this? What format and style do they require? How long can you make your document or presentation? How much time do you have to create it? Do you have a deadline? A Style Guide you must follow? A template you can use?

(e.g., word limit, due date, pass/fail criteria such as avoiding plagiarism, etc.)

Conventions and Characteristics

Understanding the Rhetorical Situation

- **Purpose**
- **Writer**
- **Audience**
- **Message**
- **Context/Culture**

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Q2. In research the question leads to a problem that needs to be solved by the researcher. Clearly explain the parameters within which your proposal must stay.

- Abstract:

ABSTRACT In today's global world, the importance of English cannot be denied and ignored since English is the greatest common language spoken universally. To learn English requires constant practice

and patience. The kind of feeling that succeeds among students is that it is not possible to achieve fluency or mastery over the English language.

This kind of tendency prevents students from learning English. Most of the,students study English from the examination point of view, so they are not.able to produce even a is sentence without the grammatical error. Furthermore, sufficient practice is not given to students to learn a language. Knowledge of English is necessary if

one wants to come up in life. It is the major window of the modern world. This is all the more In today's global world, the importance of English cannot be denied and ignored since English is the greatest common language spoken universally. To learn English requires constant practice and patience. The kind of feeling that succeeds among students is that it is not possible to achieve fluency or mastery over the English language

- Introduction:

Barriers are defined as the problems and obstacles faced by a person in executing a workflow. Barriers in learning spoken English for students is meant to be the problems, situations and the resentful circumstances, created by the people around or the sources acquired. Knowing English increase of getting a good job in a multinational company within your home country or for finding abroad. Its also the language of international communication, the media and the internet, so learning English is important for socialising and entertainment. If you speak English, you won't need to rely on translations and subtitles anymore to enjoy your favorite books, songs, films and TV shows. Watching movies and television programs in the English language is also a great and fun way to learn it. English is the language of science, aviation computer diplomacy and tourism. Knowing English increase your chances of getting a good job in a multinational company within your home country or far finding work

abroad.

- Objective of the Study.

The researcher will tell about the importance of speaking English skill. The researcher will analyze the factors that are effective in speaking skills. To research a new way of speaking skills. The researcher will tell how they can improve their speaking skills.

- Scope of the Study.

The scope of the study is that the students can interact with each other. They can take help from one another in their studies. If they talk to each other in English so their speaking skills can be improved.

- Significance.

The significance of the study is that the researcher can know about the speaking English problems in

Radiology 1st. This study is helpful to provide help to solve the speaking problems. It will also show the

method for improving speaking skills

- Literature reviews:

Intakhab Alam Khan (25, March, 2016.)

The first thing the Researcher described in his article is the importance of English, as described "The educational objectives will remain unachieved", unless English is taught and learned correctly. Then he explained that there are two main groups of people namely teachers and students, and there are barriers between them such as learning habits, learning styles and methods etc. being the cause not accomplishing the required goal for learning spoken English.

Hussain Ahmed Liton (july, 2009)

In his study the researcher conducted interviews to collect data on EFL learning (English as Foreign language).

His study strives to the barriers in terms of the academic, course curriculum system and other cultural issues

that impact the students. The recorded data was analyzed quantitatively and qualitatively. Most of the

analyzed data indicated that negative attitude towards learning English due to cross cultural factors and lack

of motivation are some of the main barriers in learning spoken English.

James B.Wold. (2006)

In his study the researcher state that we have problem in English language because we persuade it as a

second language, we always focus on our own language it's good to focused our language but we shouldn't

take the English lightly because for this era it's the need of every single person.

3. Methodology:

3.1. Nature of Research.

This type of research is quantitative because the researcher is collecting the data from students.

- Instruments of Research.

The tools use for this study will be Questioners, Interviews, and Recordings.

- Population.

Males Females Age Between

1.5m %25 20-25

- Results.

English result from the beginning came like this those who learnt English they

got good jobs and they are teaching now and earning money also it made their

life better because English is Important these days ☐ Discussion.

The purpose of discussion is to describe the significance of your findings.

- References.

7 Intakhab Alam khan. Of King Abdulaziz University, Jeddah, Barriers in the Learning of English

2016 DOI 10.9734/BJESBS/2016/23743.

Liton Husain Ahmed .International journal of Instruction, v9 n2 p91-106 July 2016

James B. Wold, Regis University Summer 2016

Q3: Assume that your manager wants to create a Web page/ Facebook page/ YouTube channel. Investigate the situation, and write a report explaining the feasibility of creating and maintain a Web page/Facebook page/ YouTube channel

Answer :

now a day it is an electronic business era so in this era we are going to f acetate ourselves and other, internal or external environment of the of the business so for this purpose we want to create Facebook or webpage and as well a YouTube. but mostly we create the Facebook page cause it is an easy and shortcut to method to create the Facebook page. simply login to Facebook and and select

create page, but the important thing is that, that how to maintain the page sickly

Your Page is your business presence on Facebook – and just like in a physical shop, friendly customer service and positive experiences are critical for success. You can take care of your current customers and find new ones by spending a bit of time each week managing your Page. Pages are designed to help you respond quickly to comments and messages – you can even manage it on mobile with the Pages Manager app.

formal page and for longer time maintenance page require the message, notification, current information ,occurrence and make a good setting

Messages

When you message with people, you can personalise the conversation by reviewing past interactions that the person has had with your Page, as well as information that they share publicly on their profile, such as their current city.

Notifications

Notifications let you see how people are interacting with your Page, such as comments left on your Page posts. This

helps you know when customers interact with your Page so that you can respond in a timely manner.

About

Use the About section to share key information about your business, such as your address, phone number, website and more. You can even display details such asv your services, products, menus, prices, events and special offers.

Q4. The report is generally written for the purpose of solving a problem. There are many different types of reports. Define different types of reports and explain the particular requirements for the Formal report?

Answer :

Formal Reports

A formal report in business is closer to the kinds of reports you may have encountered in an academic setting. A formal business report is generally longer than an informal report and contains many specific sections and labels. These sections and labels may come from company policy and practice or be prescribed by the outside organization the report is being sent to.

While you're more likely to encounter informal reports in your day-to-day work, formal reports are used for more complex issues and in more complex circumstances. Formal reports contain detailed information and research. They can be used to address a wide variety of topics, ranging from larger internal problems or proposals to an external client.

Report Types: Top 8 Types of Reports

1. Formal or Informal Reports:

Formal reports are carefully structured; they stress objectivity and organization, contain much detail, and are written in a style that tends to eliminate such elements as personal pronouns. Informal reports are usually short messages with natural, casual use of language. The internal memorandum can generally be described as an informal report.

2. Short or Long Reports:

This is a confusing classification. A one-page memorandum is obviously short, and a twenty page report is clearly long. But where is the dividing line? Bear in mind that as a report becomes longer (or what you determine as long), it takes on more characteristics of formal reports.

3. Informational or Analytical Reports

Informational reports (annual reports, monthly financial reports, and reports on personnel absenteeism) carry objective information from one area of an organization to another. Analytical reports (scientific research, feasibility reports, and real-estate appraisals) present attempts to solve problems.

4. Proposal Report:

The proposal is a variation of problem-solving reports. A proposal is a document prepared to describe how one organization can meet the needs of another. Most governmental agencies advertise their needs by issuing "requests for proposal" or RFPs. The RFP specifies a need and potential suppliers prepare proposal reports telling how they can meet that need.

5. Vertical or Lateral Reports:

This classification refers to the direction a report travels. Reports that more upward or downward the hierarchy are referred to as vertical reports; such reports contribute to management control. Lateral reports, on the other hand, assist in coordination in the organization. A report traveling between units of the same organization level (production and finance departments) is lateral.

6. Internal or External Reports:

Internal reports travel within the organization. External reports, such as annual reports of companies, are prepared for distribution outside the organization.

7. Periodic Report Periodic reports are issued on regularly scheduled dates. They are generally upward directed and serve management control. Pre-printed forms and computer-generated data contribute to uniformity of periodic reports.

8. Functional Reports:

This classification includes accounting reports, marketing reports, financial reports, and a variety of other reports that take their designation from the ultimate use of the report. Almost all reports could be included in most of these categories. And a single report could be included in several classifications.

Although authorities have not agreed on a universal report classification, these report categories are in common use and provide a nomenclature for the study (and use) of reports. Reports are also classified on the basis of their format. As you read the classification structure described below, bear in mind that it overlaps with the classification pattern described above

Q5 : It is considered illegal to reproduce someone else's expression of Ideas or information without permission. Define the term which is used for this literary crime and explain how to protect any "Fact" that have been considered the intellectual property of the author.?

Answer :

SITUATION VACANT

Wanted a very qualified and experienced receptionist,male or female, minimum 5 years experience, fluency in speaking English and Urdu both, knowledge of computer is must, salary negotiable.perks and incentive will also be provided. Apply within 7 days with complete bio data.

Interested may contact.

Name: ib khan

Email: ibkhan@gmail.com

Contact: 03123456789

EXPERIENCE:

With over 6 years of experience working within the advertising I have achieved a great deal and to the highest of the standards, my performance to data has seen successful launches of many product due to the creativity of my skills. Currently working for "situation Vacant" advertising I over saw the complete advertising project of

goodie product, this was a contract worth 10lac and ran in all different separate states.

SKILLS:

Creativity:

The more creative you are, the easier you will find your advertising career no matter what your speciality in the field is. Creativity need to be part of your work. Problem solving:

Advertising is one complex puzzle that truly has no 'right' or 'wrong' answers, but there are many possible solutions. With the right problem-solving skills, you will be able to come up with an appropriate solution to any dilemma presented, and you need to do it quick. This can help you produce the most effective advertising campaigns possible.

 Money management:

 You will almost certainly have a strict advertising budget, and you will need to know how to operate within that budget to succeed. Learning how to manage the money you are given for advertising campaigns effectively can help you maximise your resources and give you a better chance of achieving your marketing goals. Patience:

Your marketing and advertising campaigns will always take time to elicit the desired response, and a patient advertiser has a greater chance of success. Don't forget you will make lots of mistakes before you close that first deal or get the attention of your target audience. Results can take time, and you might launch some great ads, but you need to have the patience to wait and see what happens. Persuasion:

Advertising is all about persuading other people to think the way you want them to. It's also about making them realise that they need the product you are selling even though they already have a similar

one at home. The easier it's for you to convince them to share your opinion, the more successful you will be in the world of advertising.

Time management:

If you can't manage your own time – and other people's time – you will never make those critical deadlines to get the job done. Organisational skills are of vital importance for any job, but when it comes to advertising, there will be some deadlines you need to meet and some important conferences with clients to attend. Listening:

Advertising experts say that listening is one the most powerful skills you can have. To understand what people want and present them with the best product or service, you need to be able to listen and

understand what they are telling you. Active listening skills are a must for anyone interested in working in advertising because i it ensures that you answer to your audience's needs

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That's all

Thank you Ma'm

Hope for GOOd result