



Department of MSMC

**INU**  
IQRA NATIONAL UNIVERSITY

**Assignment**

**Subject: Writing and Presentation Skills.**

**Total Marks: 30**

**April 20, 2020**

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**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.

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.

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## Q.1 (Ans)

### **Teaching:**

There are many fields of interest but teaching is my field of interest .I Have Experience and I Like to Be a Teacher.

### **Mind changing power:**

I Have a Mind Changing Power of Students and I Want to Grow My Students for Their Life and for the Future

### **Communication:**

Teaching is the form of communication HS Verbal and Riton communication I have the best communication skills

### **Critical Thinking:**

Critical thinking IS Positive Mind Thinking I Always Create a Positive Environment for Student Development Students Alarm in Positive Environment

### **Organization:**

I Always Create An Organization Of Students To Complete Tasks Regularly

## QUESTION NO.03

**ANS:**

### **Characteristics of Technical Writing:**

#### **Relevant.**

The information provided must be what the users are looking for. Providing design specifications to the end-user would not be of much use, would it?

#### **Precise.**

The information must be unambiguous and accurate. You don't want the users to wonder what something meant or do something wrong.

#### **Complete.**

The information should be complete within the defined context and scope. Ensure every process and procedure is complete as are all the explanations. You wouldn't want the users to wonder what to do next.

#### **Concise.**

The information should be crisp and to the point, yet complete. The users should be able to read the information and get what they want quickly. Remember, users refer technical documents as and when they need information or help.

#### **Well-Structured.**

The information should have a logical flow that helps users understand it quickly. Complete the puzzle for the user; don't ask the user to put the pieces together.



The adage of a picture being worth a thousand words is very relevant to technical writing. 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 technical documents have headings, Table of Contents, Index, cross-references, links, etc. Remember, users refer technical documents.

When was the last time you read a user manual from cover to cover?

### **Predictable.**

Similar information should be structured and presented in a consistent manner. For example, if you have an overview at the start of a procedure, ensure all procedures have such an overview. Similarly, do not use  and  to indicate something that the user should not do. Choose and use one of the icons consistently