

## Department of Mass Media Communication

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### Course Details

Course Title: Writing and Presentation Skills      Module:      2

Instructor:      RIZWANA IQBAL      Total Marks:      30

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### Student Details

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Department of MSMC

Assignment Subject: Writing and Presentation Skills.

Total Marks: 30      April 20, 2020

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.

Q3. Analyze a Web Site to determine how it fills the characteristics of Technical Writing.

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.

ANSWER:

I am writing to apply for the position of Administrative Assistant that was recently advertised in the Times News. If you review my credentials, I am sure you will see that I can make a meaningful contribution to your organization. I am a dedicated professional who thrives in a fast-paced environment, and I am adept at handling multiple responsibilities. Because I am a self-motivated individual, I work not only until the job is done, but until the job is done right.

Because of the education, skills, and experience I possess, I am well-equipped to meet the demands and challenges of this position head on. The company's success is my success, and I am ready to work hard to help your business expand and become more profitable. With my arsenal of qualifications, I am confident that I would perform very well in this position and become a real asset to your company. In return, this position offers me the challenges and responsibilities I have been seeking.

Thank you for considering my application. I look forward to hearing from you soon.

- The prosecutor's office investigated the scandal. (verb)
- The prosecutor's office conducted an investigation regarding the scandal. (noun)
- The school board discussed forced early retirement. (verb)
- The school board held a discussion concerning forced early retirement. (noun)

- You have to give us your decision by tomorrow. (verb)
- You have to decide by tomorrow. (noun)

### **Active voice**

- Bill has jumped over many hurdles.
- Kim passed her test.
- The rock smashed the car.
- The Elks will not hold their annual dance next October.
- The committee decided not to grant Sally's request.

### **Passive voice:**

- Many hurdles have been jumped by Bill.
- The test was passed.
- The car was smashed.
- The annual dance will not be held.
- Sally's request was not granted.

Q3. Analyze a Web Site to determine how it fills the characteristics of Technical Writing.

Write an introduction in which you briefly describe the goal of your project and your goal in this report. Give enough information to orient a reader to your situation.

Write the methods statement.

- Name the actions that you took in enough detail so that a reader could replicate the acts if necessary.
- Use terms and details at a level appropriate to the reader, but necessary for the subject.

Explain why you chose this strategy or actions.

Name the actual results of the actions. This section might be very short.

Tell the significance of your actions.

- What do the results indicate?
- How do the results relate to the audience concerns?
- What will you do next, as a result of this project?
- Did you accomplish your goals?
- How is this important to your classmates, in this class?

Develop a style sheet for your report.

- How will you handle heads?
- How will you handle chunks?
- How will you handle page numbers?
- How will you handle visual aids?
- How will you handle the title/report heads?

Develop an idea of how you will present yourself.

- Will you write in the first person?
- Will you call the reader "you"?
- Will you write short or long sentences?

- Are you an expert? How do experts sound? What will you do to make yourself sound like one?