Department of MSMC
Mid Term Make-Up Assignment
Subject: Writing & Presentation Skills

Total Marks: 30

Plagiarized answers are not acceptable.

Q1. Find an ad for a position in your field of interest. On the basis of the ad, create a Functional resume

Q2. "Place the main idea first, Use normal word order, and Passive voice." Is it appropriate to use these parameters in Technical writing style? Also illustrate with the help of examples how these parameters can be used.

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