



Department of MSMC

INU
IQRA NATIONAL UNIVERSITY

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.