ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of English Language & Applied Linguistics)

Dear Student,

Welcome to the **BS English III: Basics of Technical English** course. This course has been designed keeping in view the needs of most of you who wish to understand the basics of technical writing in English, for personal as well as professional reasons. It ensures your understanding and confident use of the concepts and terminology specific to it.

Technical writing is defined as a specific writing meant for a specific audience that has specific needs. It is the process of conveying technical information through writing, speech and other medium to a specific audience. Being practical it has its own importance in today's fast moving world where the ability to communicate both verbally and in writing are considered to be the most crucial skills. Knowing the basics of technical writing is essential if one hopes to have a future in a technical field.

BS English III: Basics of Technical English is a 3 credit hour course and comprises 9 units. The book "Technical Report Writing Today" which is in your hands has been selected for this course as a textbook since its contents fit into the outline of the course very well. This book is very simple in its approach to vocabulary and style. There are around 20 chapters in the book. You are not required to read all these 20 chapters. However, if you want to go through the rest of the chapters, that is your own choice.

The gird that has been given in the book helps you identify the chapters that you have to go through in order to cover the prescribed syllabus. Go through it carefully before you start reading the relevant chapters. The number of units along with the titles have been given in the left hand column, whereas, the relevant chapters of the book have been mentioned in the right hand column.

The mailing package that you have received must include:
1. The textbook
2. 2 Assignments
3. Assignment forms

In case you need an answer to a query related to the study material or any of the above mentioned items is missing in the study package, kindly contact the Mailing Section of the University at the address given in the prospectus. In case you need any kind of academic help you must talk to your tutor during the tutorials.

Remember there is no alternate to hard work. It is the hard work that pays in every walk of life.

We wish you success in your studies.

Coordinator
Muhammad Sajid-us-Salam

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Course: Basics of Technical English   **Semester: Spring, 2014**
Course Code: 1425   **Level: BS**
Total Marks: 100   **Pass Marks: 40**

ASSIGNMENT No. 1

*This assignment is based on **Units 1-5** of the outline given in the book.*

Q.1   What is meant by a proposal in technical writing? What are its different kinds? Discuss goals/ objectives of the each kind in detail.   (15)

Q.2   What is Memo? How a Memo is written? What are its important parts? Write a memo of your own choice keeping in view the format discussed in Chapter No. 12 of your book.   (15)

Q.3   It is said that visual play a vital role in proposal writing? Name some visual aids that are specially used while designing a proposal.   (15)

Q.4   Write an informal report to inform the company from which you purchased a generator which is out of order since its purchase. Despite the repeated requests, the company is not responding. Convey your displeasure to the company's authorities in that informal report.   (15)

Q.5   On what grounds, technical writing is different from general writing? What are the types of technical writing? Do you consider technical writing as a separate identity in the domain of writing?   (15)

Q.6   What do you know about code of ethics. In technical writing, what is the role of code of ethics? As a technical writer, what are the parameters which a writer should consider while writing a technical document?   (15)

Q.7 Do's & Don'ts of technical writing like use of active voice instead of passive voice, avoiding redundant phrases and gender based language guide a writer to write a good technical writing . Justify. (10)

ASSIGNMENT No. 2

This assignment is based on Units 6-9.

Q.1 How would you explain and differentiate run on sentences from sentence fragments with specific reference to technical writing. (15)

Q.2 MLA and APA are two famous methods of documenting sources and mentioning the names of the authors and the resources in a research report or an article. Mention their salient features comparing the MLA with the APA. (15)

Q.3 Write a formal report of 300 words on any issue of your choice indicating the people or group of people to whom this report is meant for a mentioning its objective/reasons clearly. (15)

Q.4 Why 'Tables' and 'Graphs' are considered visual aids in technical writing? How do they help in summarizing data in generating discussions? Support your answer with examples? (15)

Q.5 It is said that punctuation marks either bring clarity or confuse the message in technical writing. Justify the statement. Make a list of the common punctuation marks used in technical writing and explain the use of at least five of them with appropriate examples. (15)

Q.6 Capitalization plays a vital role in technical writing. Prove the statement with example. (10)

Q.7 Technical writing is process and is carried out in stages. A technical writer must adapt these stages to produce an effective and efficient technical document. What are the basic stages of the technical writing process and what kind of activities can be carried out at each of these stages? (15)