

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

WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Basics of Technical English (1425)

Level: BS

Semester: Autumn, 2012

Total Marks: 100

Pass Marks: 40

ASSIGNMENT No. 1

- Q.1 How would you define technical writing? Do you think it is different from other kinds of writing and really deserves to be considered as a separate area of study? Argue in the light of a realistic comparison between technical writing and day to day writing. Give suitable examples to support your point of view. (10)
- Q.2 When it is said that technical writing is responsible **Chapter 1** what is meant by it? Discuss with respect to the codes of ethics which technical writers must observe. (15)
- Q.3 a) Technical writers use a specific style and tone of writing in order to have a greater/forceful impact on the reader, for instance, there is a use of active voice instead of passive voice similarly, redundant phrases or sexist language is avoided. A guideline, in this regard, is given in **Chapter 4**. Go through the chapter carefully and discuss five do's and 5 don'ts of the style of technical writing. (15)
- b) What do you understand by the phrase **avoid wordiness** in technical writing. This phrase is used while discussing the style of writing. Explain in detail.(10)
- Q.4 Memos are usually used in offices for providing instructions and information on different official activities. They are written for several other purposes as well. For a memo to be clear, it has different heads such as subject, from, to, date etc. Read **Chapter 12** on memos and do the following activity. (15)
- You are the Head of a Committee on terrorism in your institution. Since there is a threat of terrorists attack you have made a foolproof plan. You want to discuss this security plan with your colleagues in emergency so you have arranged a meeting. Write a memo to inform your colleagues about the time, date, venue and agenda of the meeting.
- Q.5 Read **Chapter 16** on proposal writing and discuss: (15)
- a) What is proposal?
 - b) What are the different kinds of proposals?

- c) What are the goals/objectives of each kind of proposal in technical writing?
- Q.6 In proposal writing visuals play a specific role? Enlist some visual aids that are exclusively used in designing a proposal and discuss these in detail. (10)
- Q.7 Your PTCL land line is out of order for the last twenty days. Write an informal report to bring the problem to the notice of the authorities concerned. Express your unhappiness on the delaying attitude of the workers in addressing the problem. Follow the format of informal reports. (10)

ASSIGNMENT No. 2

Total Marks: 100

- Q.1 It is believed that technical writing is a process carried out in stages. What are the basic stages of the writing process? How can a technical writer adapt these stages to produce effective technical documents? What specific activities are carried out at each one of these stages? (15)
- Q.2 **Chapter 8** of this book tells us that visual aids are an essential part of technical writing e.g. they can be a great help in summarizing data, in generating discussions etc. What visual aids have been mentioned by the writer? Make a list of those aids and then discuss any three in detail. (15)
- Q.3 The use of punctuation marks in technical writing can either clarify or confuse the message so technical writers have to be very careful in the use of punctuation signs. Make a list of some of the common punctuation marks used in technical writing and explain the use of at least five of them. (15)
- Q.4 Write a comprehensive note on the importance and rules of capitalization in technical writing. Give a few examples of appropriate capitalization. (10)
- Q.5 Read the worksheet on preparing formal reports in **Chapter 14** and write a formal report on the topic of your own choice. Define a specific person or group of people for whom you are going to write the report. Define the circumstances in which this report is needed and also state the clear cut objective of the report. (Do not write more than 250 words). (15)
- Q.6 When we write a research report or an article we are required to read a few books or relevant literature for clarity on the issues and to pick up new ideas. For this purpose, we have to mention the names of the authors and the resources we make use of. There are 2 famous methods of documenting sources. Go through **Appendix B** of the book on documenting sources and write down the names of the 2 methods along with the significant features of each one of them. (15)
- Q.7 Define and differentiate between the following terms in technical writing. (15)
- Comma splice
 - Run on sentences
 - Sentence fragments