

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 (8504)

Level: M.Com

Semester: Spring, 2014

Total Marks: 100

Pass Marks: 50

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 the different kinds? Discuss goals/ objectives of the each kind in detail. **(15)**
- Q.2 What is a 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 visuals 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 documents? **(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 and 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 & 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 a 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)**