

Technical Writing
B.Tech- Semester IV
Paper Code- HS-204

Assignment -1

1. Explore and write 10 Indianisms.
2. Explore and write 20 redundant expressions.
3. Explore and write 10 pairs of misappropriations and use them in sentences to show the differences in their meanings.
4. Write 10 synonyms of your own choice.
5. Write 10 antonyms of your own choice.

Assignment- 2

1. Distinguish between expository writing and descriptive writing.
2. Discuss the significance of Visual Aids in Technical Writing.
3. Write a dialogue between two friends discussing the merits and demerits of Mobile phones.
4. Write a brief note on the types of proposals and its purpose in technical writing.
5. Write a short note on Language Sensitivity.

Assignment -3

1. What are the fundamental principles of an effective business letter? Elaborate the process of letter writing.
2. Write a short note on memos, notices and circulars each.
3. Write a letter of enquiry in block format. Invent necessary details.
4. Discuss the format and significance of minutes of a meeting.
5. Discuss the difference between a resume and a CV
6. Elaborate at length important strategies for interview preparation.

Assignment -4

1. Discuss the role of ethics in Business Communication.
2. Write a short note on Time Management.
3. Explain how self analysis can be carried out through SWOT analysis.
4. What is Johari Window? Discuss at length.
5. Write a short note on Emotional Intelligence.
6. What are Leadership Skills?
7. What is the significance of team building in the professional world?
8. Discuss some strategies for career planning.