



## ENCS282 FINAL Mary Silas

Technical Writing and Communication (Concordia University)



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CONCORDIA UNIVERSITY  
FACULTY OF ENGINEERING AND COMPUTER SCIENCE

ENCS 282 CC

FINAL EXAM

AUGUST 3, 2020  
10:15-12:45

INSTRUCTIONS: Answer all questions.

Question 1. Editing.

10 marks

Correct and improve the following communication. In its entirety, rewrite the unit in appropriate, diplomatic, mechanically correct form.

Memorandum

To: all the employees in this malfunctioning department  
from: Roberta Anslutter, your department head  
date: Aug. 5th, 2020  
subject: absenteeism

The company we all work for functions with personnel. If too many people take off because they are allegedly taking courses at the universities, how is this company going to stay in business? I realize university programs give us more qualified people and that's all very well, but how many qualified people do we need and what am I suppose to do with a skeleton staff because so many of you are off getting more and more qualified. If you all need so much education what are you doing working for this company anyway? At the moment, six administrators are being educated at the university of Montreal. Please, in the future, when you are asking the personnel department for permission to take corpses, indicate the exact dates you are taking off. I have asked the personnel dept. To limit professional development leaves to no more than two workers per dept. at one time.

Question 2. Letter writing

10 marks

In complete letter format, compose a letter of appreciation for an interview you just attended. Invent whatever details you require: interviewer's name, company name, job, address, your qualifications, etc.

Question 3. Exposition

10 marks

Following effective writing procedures, in appropriate tone and style level, compose an informative, organized, mechanism description of one of the following topics:

The electronic library  
A dashcam  
The chair you are presently using  
The keyboard of your current device.  
Bike paths  
The carrying case for your laptop  
A breadknife (for slicing a loaf of bread)  
A broom or a mop

Question 4. Persuasion

10 marks

In proper form and style, create a persuasive text on one of the following topics. You can argue for or against the given topic.

Moving sidewalks should be built in downtown Montreal

All university courses should be free, tax funded.

Voting in provincial elections should be obligatory with fines attached for non voting

The pronoun "they" should be accepted as singular as well as plural

Exotic pets like tigers or boa constrictors should not be permitted in the city.

In specific bars and lounges, smoking should be permitted.

Cars should only be allowed in the city center by special permit.

Answers

Question 1:

MEMORANDUM

To: Employees of the department

From: Roberta Anslutter

Date: August 5, 2020

Subject: Proposal to lower number of days off

At the moment, this company functions with active personnel. At present, too many employees are supposedly taking courses in university. The company continuing operations in these types of situation is not optimal. Qualified personnel are a must for a company to improve operations conversely a decrease in the size of the workforce from workers trying to achieve these qualifications will hinder the development of the company. Currently, there are six administrators from the workforce currently attending the University of Montreal. The personnel department will limit professional development leaves to no more than two workers at a time. Indicating the exact dates, a worker is taking off, to the personnel department, to attend courses would be advantageous to company development.

Question 2:

1455 Boulevard de Maisonneuve O,  
Montréal, QC, H3G 1M8

Southernguy@hotmail.ca

June 3, 2020

Ms. Cynthia Fountain,  
Desjardins Group  
33 Kern Road, Toronto, Canada  
M3B 1S9

Subject: Interview, June 3, 2020

Dear Madam,

Thank you, Desjardins group, for extending the opportunity for me to show my qualifications. Meeting the personnel at the firm and discussing the company's future role in the technology sector was a privileged experience.

Desjardins group's sector specializing in software development to protect personal account information is within my area of expertise. The job's tasks as defined by co-op compass, the media and bolstered

during the interview, were a key point in my Bachelor's of Computer Engineering at Concordia University.

It would be a pleasure for me to be able to bring my skills, qualifications, abilities and industriousness to your firm's software sector.

Sincerely,  
Charlie Huang  
514-914-1243

Question 3:

#### Mechanism description of a breadknife

A bread knife is an instrument along with many other steel kitchen knives used in households. It is used for cutting a loaf of bread. It is called a bread knife because the long-serrated blades of the knives are able to cut through foods that are hard on the outside and soft on the inside such as the hard crusts of bread. Bread knives are usually composed of two parts, a stainless-steel blade and the plastic or wood handle. The length of the knife is generally between 15 cm and 25 cm.

The blade of the knife is a serrated piece of steel in drop-point shape that is used to cut soft bread without crushing it. The blade of the bread knife is usually 15 cm but can be longer. The back end of the blade of the knife is inserted within the handle so that the front part of the blade is used to cut. The color of the blade can vary, but generally stainless-steel is grayish metallic. Furthermore, the blade is often very smooth on all sides as it needs to cut a soft loaf of bread.

The handle of the knife is often an oval shaped object made out of plastic while older models may have handles made out of wood. The handle is there to provide a natural grip on the knife itself. The length of the handle can vary, but generally it is 10 cm long. The front of the handle has a hole shaped for the blade to be inserted within it. Additionally, the handle is at the back the knife. The color of the handle can vary, but generally it is black or brown for the ones made out of wood. The handle has the texture of plastic when it is made of plastic or smooth when it is made of wood.

In conclusion, a bread knife is one of many kitchen knives that is used for cutting bread. It is a knife that has a drop-point shaped blade and oval shaped handle with the former inserted into the latter. It is 15 cm to 25 cm in length and has a smooth texture. As stated, it is a kitchen instrument that is used to slice a loaf of bread.

Question 4:

A lot of people, especially young people these days, go through their entire lives without voting. Many people believe that is not necessary or that their vote does not matter. I believe that everyone allowed to vote should be fined for not voting in elections. The purpose of this, is to show the importance of voting, especially for eligible voters.

Voting is not only a privilege in this country, but a right and everyone able to vote in provincial elections should be obligated to vote. It is a right afforded to the people of each province and everyone in said should show that they want to express their rights. It is very important not to let the provincial government squash the rights of the people living in said provinces. Furthermore, voting is very crucial since it determines who will run the province for the next four years. Not voting could lead a candidate that people did not want to win the election or a candidate that didn't win the popular vote to win such as the 2016 US elections where the Republican candidate won the election despite having not won the popular vote as a result of people not voting at all during the election. I believe that in order to avoid any of these situations happening, people must be obliged to vote or be fined for not doing so. In doing so, people will be more incentivized to vote and not let unwanted people to govern. Additionally, if eligible voters are obliged to vote, they will no longer be able complain about elected officials not performing as they would like since said elected official was elected by the populace. In other words, this would be for the greater good of society. Also, I think that this method of fining non-voting eligible voters may prevent the possibility of a minority of voters governing the majority of people.

All things considered, voting is right afforded to us and it is a right that should be exercised by all eligible voters as it shows that their votes do matter and the election is not just a waste of time. Not voting would be like allowing anybody to come into your house and make decisions, therefore, not doing so should be fined.