National University of Computer and Emerging Sciences
Lahore Campus

Technical and Business Writing (SS2007)

Sessional-II Exam

Total Time (Hrs.):	1
Total Marks:	30
Total Questions:	2

Date: November 2nd 2024

Course Instructor(s)

Ms. Hajra Ikram, Ms. Uzma Safdar, Mr. Ali Zulfiqar, Ms. Irum Zahoor, Ms. Nayyab Mufti, Ms. Maha Hijab, Mr. Arslan Rasheed, Ms. Javeria
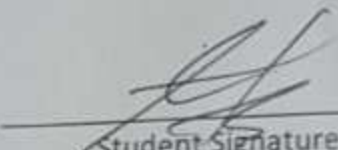
22L-7971

Roll No

BSE-5B

Section

Student Signature

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Attempt all the questions on the answer sheet.

Q1: Write an informal proposal addressed to Dr. Amir Masood, Director of Student Affairs, suggesting the creation of a student-led peer tutoring program at FAST National University of Computer and Emerging Sciences, Lahore Campus. Your proposal should include the following:
- ABC Format for informal proposal
  - ✓ it should have an introduction explaining the purpose and benefits of the program.
  - ✓ Create an overall idea that how this program will work, focusing on logistics and administrative requirements.
  - ✓ Conclude it with future benefits and perspectives.
- Use factual data or research to support the effectiveness of peer tutoring in enhancing academic performance, retention, and student engagement.
- Ensure your proposal is concise yet thorough, clearly presenting a strong case for implementing the peer tutoring program at the university.

[20]

Q2: Write short answers to the questions.
1. To conduct research on existing peer tutoring programs at other universities, what specific kind of data would you collect for:
   - i. to compare the student satisfaction, and the teacher's views about similar programs
   - ii. To analyze the students' success rates and dropout rates to determine if the tutoring program has a positive impact on student retention

2. Define secondary data sources and explain by providing at least three examples. In which section of a Formal Report are secondary sources primarily used?

[10]