



Course Name:	Technical and Business Writing	Course Code:	SS-108
Degree Program:	BS (Computer Science)	Semester:	Fall 2021
Exam Duration:	60 Minutes	Total Marks:	30
Paper Date:	20 TH October 2021	Weight	15%
Section:	ALL	Page(s):	5
Exam Type:	Midterm-I		

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Instruction/Notes: Attempt all questions.

Q1	Q2	Total
10	20	30
9	15	24

Q2. Write a brief analysis of the technical document given below, in which you explain: [10]

1. the purpose of the writing sample
2. the apparent readers and their needs
3. any other elements that make it different from typical academic writing
4. Also comment on the relative success of the document based on features of technical communication.

Write your response in complete sentences.

I. Purpose (2):

The purpose of this sample is to convince the readers to get vaccinated for flu.

II. Audience (2):

The apparent readers are people of ~~THE~~ Cleveland, OHIO and they need to know benefits of flu vaccination and locations to get vaccinated.

III. Difference from Academic Writing (2):

Firstly, reader is less informed than ^{writer} writer. Secondly, conveys information with simplicity, without going in depth.

IV. Effectiveness of the Document (3):

Connect it with at least 3 features of technical writing.

There is Clarity of information,
moreover, information is concised.
There is naturalness in information.

DOCUMENT – INSIDE 1/2

A message from John Swanson, Health Minister

This season it's important to not only look after our loved ones, but ourselves. Cases of the flu each year can cost not only one's health, but a family's earnings, time with loved ones, lead to more serious complications, stress and anxiety and more. It is a serious illness, and while not fatal, it is very harsh on the body. Think of yourself, along with your friends and family. Make sure you and those around you are getting their vaccinations so that we can all enjoy this winter season.

The Ministry of Health
Cleveland, Ohio

No need for appointments

Find an eligible provider to give your vaccination today.

- Vexell Pharmacy
- Topnotch Pharmacy
- IBA Pharmacy

You can also visit your family doctor's office.

For more information contact us:
1-866-555-0000
www.ministryofhealthinfo.gov

The Ministry of Health
Cleveland, Ohio

Are You Ready? It's Flu Season

Protect your family and friends.

Get vaccinated.
www.getvac.com

The Ministry of Health
Cleveland, Ohio

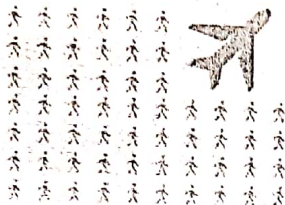
OUTSIDE 2/2

The Benefits of Flu Vaccinations 2020

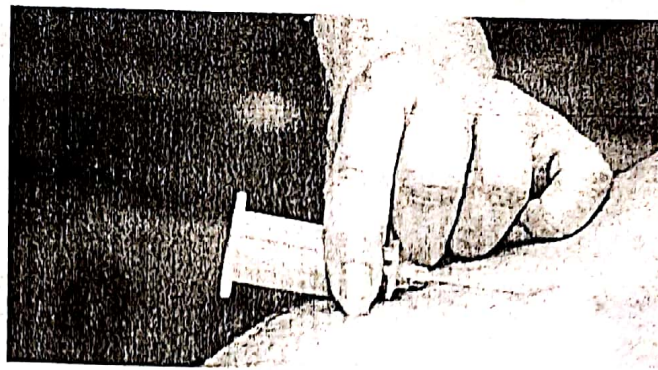
The approximate number of flu illnesses prevented by receiving flu vaccinations during the 2020 season:

8.1 Million

That's as many people as those using the Danvers International Airport in one month



The Ministry of Health
Ottawa, Ontario



The approximate number of medical visits prevented due to vaccination during the 2020 season:

3.1 Million

That's equal to the entire population of North Central, Ohio



The approximate number of flu hospitalizations prevented due to vaccination during the 2020 season:

83,000

Enough to fill every registered bed in the state of California



Q2. Write an Informal Report on the given task:

[20]

Evaluation of Computer Labs at FAST-NUCES, Lahore

As a Software Engineer for ARBISOFT, one of your jobs is to examine problems associated with computer labs. Assume that you have been hired by FAST-NU Lahore campus for computer lab evaluation.

Your objective is to evaluate one or more computer labs at NUCES. Write an informal report that describes the problem(s) in detail. Be specific about how the problem/s affect/s people—the employees, students., and so on. Following are some sample problems that could be evaluated:

- ◇ No proper seating capacity
- ◇ attitude of the lab staff
- ◇ slow internet services
- ◇ outdated work stations

Do add your suggestions/ recommendations.

Follow the ABC Format

You may fictionalize information, to add details in the report.

To: Kashif Zafar, Director FAST-NU Lahore
From: Mohammad Nawaz Ali, ^{Letter}
Subject: Evaluation of computer labs
Date: October 21, 2021

Introduction

The purpose of this report is to evaluate the computer labs in FAST-NU Lahore campus. The report covers

- Condition of work stations
- Seating Capacity
- Slow internet service
- Attitude of lab staff

Report analyses all points and ultimately gives recommendations based on my findings.

Condition of work stations

The First Floor recently upgraded the work stations so they ~~were~~ were working fine, while on the other hand the labs on second floor contained outdated

ones. Resultantly they took more than sufficient time to load different softwares. Ultimately they had adverse effects on the time of students which is given to complete the labs. These labs on second floor were.

1) Lab-11

2) Lab-12

3) Lab-13

Seating Capacity

The condition of work stations also had effect on seating capacity since some work stations failed to work. Moreover some seats in a few labs were also in poor condition so they created uneasiness for students as well as instructors who also have to tackle these problems.