



# COMSATS University Islamabad

## HUM102

### Report Writing Skills

### Assignment 02

### Spring 2022

#### Instructions

- Your assignment should be submitted as a MS Word document.
- The answer should be in proper English. Be careful of grammar. Avoid the use of ungrammatical expressions within your answer.
- There is a zero-tolerance policy for plagiarism. Assignments found with copy pasted material or copied from fellows will not be accepted.
- Submit your assignment on your CU Online LMS portal within the given time frame. Emailed assignments will not be entertained.

#### Question [10 Marks, CLO2-A4]

**Below is an example of a well-written user manual for an electric iron. Analyze it with respect to traits of technical writing and Seven C's of communication. Identify the traits and explain how they are present in this technical document. For example, if you think its language is concise, give a textual example to justify your answer.**

Dear customer,

Congratulations!

You are now the proud owner of USHA Electric Iron.

Innovatively designed, using only the highest quality material and components, Your USHA Electric Iron is designed for years of trouble free performance.

Please read this Instruction Manual carefully before using and keep it cautiously after reading for future reference.

Best Wishes

#### IMPORTANT PRECAUTIONS

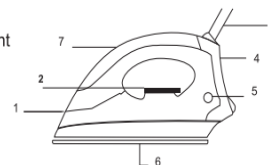
Please read operation instructions before using the appliance.

- Never leave the iron 'ON' when not under observation. Unplug the iron, even when momentarily absent from the room. Keep away from the reach of children.
- Take care that the main cord does not touch the soleplate when it is hot.
- Never use the iron if it is damaged in any way.
- For your safety, please ensure the power supply is with ELCB.

Note: Some parts of the iron have been slightly greased and as a result, the iron might give out slight smoke when used for the first time. After a short while however this ceases.

#### IDENTIFICATION OF PARTS

1. Body
2. Thermostat Knob
3. Cord
4. Back Rest
5. Dual Colour LED Indicator Light
6. Soleplate
7. Handle



WATTAGE	1100W
VOLTAGE	240V AC, 50Hz
SOLEPLATE	Aluminium Alloy Soleplate: EI 3302 - Black American Heritage Coating EI 3302 Gold - Golden American Heritage Coating

Due to continuous efforts for product upgradation, specifications are subject to change without prior notice.

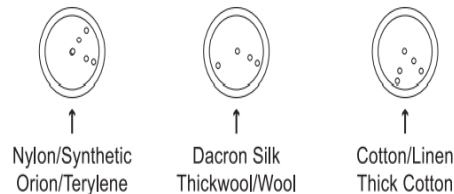
**FEATURES:**

- 1100Watts element for powerful performance with minimum heating time.
- Sleek and elegantly designed Cool touch Non-current carrying plastic body to ensure protection from electric shocks.
- American Heritage coated non-stick soleplate with tubular element for effortless ironing with best results.
- Ultra Light Weight Aluminium Alloy Soleplate with easy grip fabric selector knob for a comfortable ironing experience.
- Centrally placed 360 degree swivel Cord for both left and right hand operation.
- Snap action thermostat for accurate temperature control.
- Dual colour LED Indicator lamp for thermostat function indication, which enables easy identification of whether the soleplate is heating or not.
- Button groove in soleplate for reaching into the tricky area under buttons

**Setting The Temperature**

- The indicator lamp switches 'On' in green colour with the appliance and indicates that the soleplate is heating up. Once the desired temperature is achieved the signal light will turn red signifying soleplate heating is 'OFF'. So start ironing your fabric. The indicator light will switch Green/Red from time to time in order to regulate the temperature of the soleplate.
- Always check first whether ironing instructions are attached to the articles to be ironed. (They can be found on the label)
- If ironing instructions are missing but you do know the kind of fabric, refer the temperature table.
- Textile to which some kind of finish has been applied (gloss, wrinkle, relief etc.) can be ironed at somewhat lower temperature.
- If the fabric consists of various kinds of fibers you must always select the lowest ironing temperature of the composition (e.g. an article consisting of 60% polyester and 40% cotton, should be ironed at the temperature indicated for polyester).
- Velvet and other textiles which rapidly acquire shiny spot should be ironed in one direction only, applying light pressure.
- Sort your clothes taking into account the nature of fabric and start ironing clothes that are more sensitive to heat (i.e. requires a cooler temperature setting)
- Always keep the iron moving.

**TEMPERATURE TABLE(for reference only)**



**HINT FOR CARE OF THE IRON**

To keep the soleplate of your iron clean at all times:

- Do not place the soleplate on a rough or abrasive surface.
- Do not use the iron on metallic fittings, zips etc. to avoid scratches.
- After each use, clean with a damp cloth when the iron is still warm. For stubborn marks, clean with vinegar when the iron is cold and then clean with damp cloth.
- Never immerse the iron in water.
- Never select higher temperature for the article to be ironed otherwise you run the risk of scorching the fabric and damaging the soleplate.

**STORING**

- Before storing let the iron cool down sufficiently (standing on the back rest).
- Clean the iron with a damp cloth.
- Store the iron standing on its back rest to prevent damages to the sole plate.

In case of any defect do not tamper with the appliance yourself, contact USHA Care at Toll Free No. 1800 1033 111.

**WARRANTY CARD**

This appliance is warranted for 1 year against all manufacturing defects from the date of sale. In the event of any complaint, please contact USHA Care at Toll Free No. 1800 1033 111.

The warranty is valid only when:

- 1) The appliance has been used and maintained in accordance with the instruction manual.
- 2) The warranty card and cash memo duly signed by the authorized dealer are presented with the complaint.
- 3) The appliance has not been opened or tampered with, by any unauthorized person.

This warranty does not apply for:

- 1) Damages due to chipping, peeling, plating and denting.
- 2) Breakage or damage to components made out of Bakelite, Urea, ABS, SAN and such plastic materials, rubber parts and cord.
- 3) Normal wear and tear of parts.
- 4) Damage resulting from accidents, mishandling or negligence on part of the customer.

Liability for consequential loss or damage is neither accepted nor implied.

S.NO: .....

CASH MEMO ..... DATE: .....

DEALER'S NAME AND ADDRESS: .....