

b. Describe in about 100 words the approach you used for the assignment and why.

As a technical writer, it is very important to have a proper documentation plan in place before starting the actual work. I start the project by going through the instructions given in the project requirements document; in this case the (written assessment document). Based on the instructions provided, I analyze the scope of content, target audience, and goal of the project. I also research for some extra information about the topic online. Post that, I summarize relevant information pertaining to the topic in the form of a flow chart. Followed by this, I begin writing on the topic. The tool used for writing and editing the content is MS-Word. Custom styles are applied to different heading styles, tables, list items, header, footer, and so on. Illustrations are included to make the content look more appealing. Examples are added to deliver complex concepts in simpler terms. Once everything is set in place, I reviewed the document for style, consistency, language, and grammar. After completing the review process, the document is published as pdf. Saved the document in the given format.

The reason I chose this approach is because its straightforward and with proper planning takes less time to complete the project.

c. Describe what was the easiest and the most challenging task in this assignment.

The easiest task is applying custom styles to different content types in the guide. Once the content is organized, it is easy to document the guide just by applying custom styles to different content types. The challenging task is planning the project based on document type, audience, goal, and content.