**Revision Activities**

1. **Compose a progress report on a project of your choice (an imaginary one).  Include in your report:**

* **The purpose of the report**
* **Your role in project**
* **The stage of development**
* **A list of any problems or setbacks**
* **Achievements**
* **Points of concerns**
* **Expectations for the completion of the project [15 marks]**

## A descriptive abstract should:

**• Establish the topic of the research.  
• Give the research problem and/or main objective of the research (this usually comes first).  
• Indicate the methodology used.  
• Present the main findings.  
• Present the main conclusions.**

**3) Do as directed:**

**a. Rewrite the following statements using a simple writing style. Top of Form**

1. The data provided by direct examination of samples under the lens of the microscope are insufficient for the purpose of making a proper identification of the components of the substance.***We can't identify the components by looking at the substance under the microscope.***
2. We have found during conversations with customers that even the most experienced of extruder specialists have a tendency to avoid the extrusion of silicone profiles or hoses.***Apparently even extruder specialist don't extrude silicone profiles or hoses.***

**b. State at least three purposes that audiences may have behind reading a technical document. [3]**

**c. Identify the order in which the headings are used in a report by numbering them 1 to 8 starting with the first heading. Also, identify if there are any subheadings in the items and put them in the appropriate section. [4]**

* Bibliography
* Conclusions
* Contents Page
* Findings
* Background
* Appendices
* Introduction
* Recommendation
* Title Page

**d) Under which heading would the texts, journals, and websites that you have used to research information for the report be recorded? [1]**

**e) Why, in your opinion, is technical writing so extremely particular about**

* **Accuracy and precision**
* **Simplicity and straightforwardness**
* **Organization and clarity [5 marks]**

**f) Arrange the information below into the correct order that would be appropriate for a title page: [4]**

**A) 27 May 2006  
B) City of Wolverhampton College  
C) Manjit Sandhu  
D) Report on Sporting Activities Available in Wolverhampton**

**g) How are the following sentences discussing the same thing different from each other? [3]**

|  |  |
| --- | --- |
| The wind was blowing fiercely and the air outside was growing chilled. | Onshore winds traveling at 45km per hour brought temperatures down to 15 degrees Celsius. |

**h) Which set of strategies is most appropriate when writing for the following people? [8]**

1. **Lay persons**
2. **Technicians**
3. **Mixed audiences**
4. **Experts**

***Strategy Set 1:***

* Keep [introductions](http://www.mhhe.com/mayfieldpub/tsw/introduc.htm) and [background](http://www.mhhe.com/mayfieldpub/tsw/backgrou.htm) information brief.
* Make information accessible:
  + When appropriate, reduce information to [instructions](http://www.mhhe.com/mayfieldpub/tsw/instruct.htm) on how to perform a procedure or diagnose and fix a problem.
  + Use [graphs and tables](http://www.mhhe.com/mayfieldpub/tsw/grfxfig.htm).
  + Keep [sections](http://www.mhhe.com/mayfieldpub/tsw/sections.htm) and overall instructions as short as possible;
  + [Index](http://www.mhhe.com/mayfieldpub/tsw/index.htm) and cross-reference material.
* Provide short definitions or explanations of any unfamiliar [terms](http://www.mhhe.com/mayfieldpub/tsw/techterm.htm), tools, devices, or procedures.

***Strategy Set 2:***

* No strong need to define key [technical terms](http://www.mhhe.com/mayfieldpub/tsw/techterm.htm) or [acronyms](http://www.mhhe.com/mayfieldpub/tsw/acronyms.htm).
* Provide sufficient background information and define any terms that they might be unfamiliar to the reader.
* Do not just present a concept. Also explain its parts and processes in detail.

***Strategy Set 3:***

* If appropriate, create separate documents for each [audience type](http://www.mhhe.com/mayfieldpub/tsw/aud-type.htm).
* Use an [executive summary](http://www.mhhe.com/mayfieldpub/tsw/abstract.htm#exec-sum) to present the gist of your document in understandable language.
* If many of your readers will not be experts or technicians, place all lengthy technical discussion in [appendixes](http://www.mhhe.com/mayfieldpub/tsw/appendix.htm) and refer to them in the [main body](http://www.mhhe.com/mayfieldpub/tsw/body.htm).
* Segment the document into [sections](http://www.mhhe.com/mayfieldpub/tsw/sections.htm) so that different audiences can read different parts.
* Include in the [front matter](http://www.mhhe.com/mayfieldpub/tsw/front.htm) or [introduction](http://www.mhhe.com/mayfieldpub/tsw/introduc.htm) a short discussion of what sections are appropriate to each [type of reader](http://www.mhhe.com/mayfieldpub/tsw/aud-type.htm) and for what [purposes](http://www.mhhe.com/mayfieldpub/tsw/purpose.htm).
* Explain all [technical terms](http://www.mhhe.com/mayfieldpub/tsw/techterm.htm) thoroughly in any section that may be read by a [lay reader](http://www.mhhe.com/mayfieldpub/tsw/laypers.htm).
* Include an exhaustive [glossary](http://www.mhhe.com/mayfieldpub/tsw/termlist.htm) section explaining all technical terms in either the [front matter](http://www.mhhe.com/mayfieldpub/tsw/front.htm) or the [end matter](http://www.mhhe.com/mayfieldpub/tsw/back.htm).

***Strategy Set 4:***

* Present extensive [background](http://www.mhhe.com/mayfieldpub/tsw/backgrou.htm) information in your [introduction](http://www.mhhe.com/mayfieldpub/tsw/introduc.htm).
* Organize information from the familiar to the unfamiliar.
  1. **Write a set of instructions for the task given below:**

**"Installing and Using WhatsApp in your Mobile Phone"**

**Assume that your readers are beginners and have no experience of using the technology. Provide clear background information. Specify the type and brand of the cell phone.**

* 1. **Softech is a software house facing issues, like, inadequate employee productivity and creativity, incompetent and inexperienced workers, and lack of a healthy professional relationship among the employees. Write a formal proposal suggesting a change in company procedure. Perhaps you might want to deal with a more efficient method of hiring personnel, a change in the recreational program to improve the morale of the workers, ideas about enhancing worker productivity, and enhancing communication among colleagues.**
  2. **At a meeting of the Staff Council of Acharya Polytechnic, Karachi, the following business was transacted: minutes of the last meeting, introduction of the tutorial system, special classes for the weak students, better facilities for sports, organization of community lunch and entertainment any other matter. Assuming that you are the Secretary of the Council, write the minutes of the meeting. Invent the necessary details. [20]**
  3. **Read the following sets of sentences and state the difference between them. Be specific in your description and discuss in detail. In a given set, both the sentences discuss or describe the same topic. However, they are different in terms of style. [10]**

|  |  |  |
| --- | --- | --- |
| **Set number** | **Sentence 1** | **Sentence 2** |
| Set 1 | After consulting three manufacturers: Dribble and Co., Sooky Ltd. and Bungle Pty, we have found that there are two types of vibration suppression devices for portable CD players and both are simple in design but have inherent drawbacks. | Three manufacturers were consulted: Dribble and Co., Sooky Ltd. and Bungle Pty. We found two types of vibration suppression devices for portable CD players. Both are simple in design but have inherent drawbacks. |
| Set 2 | The way we did the experiment was not so successful. Some of what we needed wasn't there. | We were unable to complete the experiment. The glass tubing and tripods required for the experiment were not located in laboratory GO25. |
| Set 3 | To get to the point, I feel that rationalism has had more influence on modern psychology. This is mostly due to the ‘active mind’ that rationalists believe in. | Rationalism has influenced modern psychology tremendously, and early rationalists like Spinoza, Leibniz, Kant, Herbart and Hegel are just a few who have contributed their ideas to psychology |
| Set 4 | The desktop lets me open files more easily. | The computer desktop providesaccess to your files, which is handy when you need to locate a file quickly. |

* + 1. **As an employee at the corporate office of SBCL, you just received the job of writing a set of instructions for completing performance appraisal reviews (PARs). The instructions will be included in a memo that goes to all supervisors at all branches of the firm, along with related forms. To help you get started on the instructions, you have been given a narrative description of the process (see the following). Your task is to convert this narrative into simple set of instructions to go into the memorandum to supervisors. [15 marks]**

*PARs are conducted annually for each employee, during the month in which the employee was originally hired. Several days before the month in which the PARs are to be conducted, the corporate office will send each supervisor a list of employees in that supervisor’s group who should receive PARs. The main part of PAR process is an interview between the supervisor and the employee receiving the PAR. Before this interview takes place, however, the supervisor should give the employee a copy of the ‘SBCL PAR Discussion Guide,’ which offers suggestions for the topics and tone of a PAR interview. The supervisor completes a ‘PAR Report Form’ after each interview and then sends a copy to corporate and to the employee, with the original staying in the personnel files of that respective supervisor’s branch. If for any reason a PAR interview and report form are not completed in the required month, the supervisor must send a memo of explanation to the corporate Human Resource Department, with a copy to the supervisor’s branch manager.*

* + 1. **Imagine that you work for a company/industry/university. You come across a very useful software application. Write a technical proposal to the CEO/Director recommending to purchase and use the software application. Provide precise details about the specifications, features, price, maintenance, benefits, installation and other implementation plans regarding the software application. [20]**
  1. **Assume that for your final year project, you are conducting a research on a particular technology. Write a letter of request to a company/industry asking them to provide you crucial information about that technology. Invent all necessary details. [15]**
  2. **Read the introduction section of the report titled *“Use Of A Writing Web-Site By Pre-Masters Students On An English for Academic Purposes Course”*, and write a descriptive abstract for it. Your word limit is 80 to 100. [10]**

|  |
| --- |
| **Use Of A Writing Web-Site By Pre-Masters Students On An English for Academic Purposes Course.**  **A. J. Gillett, University of Hertfordshire**  **Introduction**  1During the past 10 years, the availability of computers in educational institutions has increased dramatically (James, 1999). 2Progress in computer development has been made to the point that powerful, inexpensive computers with large capacities are available in many classrooms and libraries for student use. 3Many students also have purchased and are purchasing computers for their own use at home. 4Most studies seem to agree that the microcomputer will continue to hold an important role in education in the future. 5For example, James (1999) and Smith (2000) suggest large increases in the numbers of computers both in educational institutions and the home in the near future. 6As far as education is concerned; Shaw (2001) identified three main uses of computers: the object of a course, an administrative tool, and a means of providing instruction. 7Fish and Cheam (2002) cite four uses of computers as a means of providing instruction: exercise, tutorial, simulation and problem solving. 8A wide range of computer programmes are now therefore available in all these areas for individual and classroom use.  9However, even though many studies have reported an increased use of computers in education, there has been very little research reported on the effectiveness of such use. 10The purpose of the present study is therefore to ascertain the effectiveness of using computer-assisted instruction as compared to traditional classroom instruction in an TBW class. |

* 1. **Assume that you work for Techno Solutions which is a leading software house in Karachi. You are commissioned by your Senior Software Project Manager to write a BUSINESS PROPOSAL to LIMS University in Karachi.**

**LIMS University is newly established and offers bachelors and masters programs in business administration, journalism, and media sciences. It uses a manual system for managing student data and information.**

**Write a business proposal convincing LIMS university to use a web-based Student Information System proposed and developed by your software house. Your proposal must have the following sections:**

1. **Statement of Problem**
2. **Proposed Solution**
3. **Work Flow**
4. **Fee Schedule and Payment**
5. **Benefits of the Proposed Solution**
6. **Promise of Reliability** 
   1. **In response to the following advertisement, write a cover letter within 100 to 150 words. Follow the block format. [15 marks]**

|  |
| --- |
| Software Engineer - Intern at Softech Bottom of Form Job Description Intern having great knowledge in every aspect of **Java,PHP & Wordpress** is required. The required Software/Android Intern must be capable of performing assigned task related to Java. He/She shall be responsible for developing content in a finalized report form as per customer requirements on diverse topics.  **Requirements**   * Minimum Bachelor’s Degree in Computer Science or Software Engineering. * Clear written and oral communications - must speak English fluently * Must be a team player and self-starter * Java Software * Android Studio |

**14) Do as directed:**

## 1. Make sentences concise by eliminating wordy phrases. [2]

1. I will now make a few observations concerning the matter of contingency funds.
2. There is a need for more careful inspection of all welds.

**2. Match the documents with their correct purpose. [2]**

|  |  |
| --- | --- |
| Documents | Purpose |
| 1. To inform 2. To instruct 3. To persuade | 1. Policy and Procedure Documents 2. Cover letter 3. Minutes of the Meeting |

**15) Write a negative news message to your boss informing her that one of your key clients is taking its business to a different accounting firm, and that you failed to convince this client to change their decision. Use the indirect approach and block format. [10 marks]**

**16) Write a suitable buffer (one or two sentences only) for the following negative messages that are written using the indirect approach. [6 marks]**

|  |
| --- |
| **Message 1: A letter declining a request for a letter of recommendation**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Unfortunately, I must decline your request at this time. I believe that it would serve your needs better to select another individual whose words would really benefit you.  I apologize that I am unable to assist you, but I do, however, wish you the very best in your pursuits. |
| **Message 2: A letter declining a request for donation**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  With the downturn in the economy, our company, like so many others, has had to rationalize our corporate giving, and we have already reached our limits for this fiscal year.  If you will contact us before the end of February of next year, we will be in a better position to consider your application.  We wish you every success in this year's Springfield Gala. |
| **Message 3: A letter declining an invitation to speak**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   I am sorry that my travel plans will take me away during that week, so I won't be able to be part of the program; otherwise, I would be pleased to accept your invitation.  If you do not have another person in mind, you might consider inviting John Doe, who recently returned from an assignment in China. I think you would find his insights very interesting. In any case, I wish you a very successful evening. Thank you for thinking of me. |

**17) Abstract 1:**

The advances in information technology have witnessed great progress on healthcare technologies in various domains nowadays. However, these new technologies have also made healthcare data not only much bigger but also much more difficult to handle and process. Moreover, because the data are created from a variety of devices within a short time span, the characteristics of these data are that they are stored in different formats and created quickly, which can, to a large extent, be regarded as a big data problem. To provide a more convenient service and environment of healthcare, this paper proposes a cyber-physical system for patient-centric healthcare applications and services, called Health-CPS, built on cloud and big data analytics technologies. This system consists of a data collection layer with a unified standard, a data management layer for distributed storage and parallel computing, and a data-oriented service layer. The results of this study show that the technologies of cloud and big data can be used to enhance the performance of the healthcare system so that humans can then enjoy various smart healthcare applications and services.

**Abstract 2:**

The increasing number of mobile users has given impetus to the demand for high data rate proximity services. The fifth-generation (5G) wireless systems promise to improve the existing technology according to the future demands and provide a road map for reliable and resource-efficient solutions. Device-to-device (D2D) communication has been envisioned as an allied technology of 5G wireless systems for providing services that include live data and video sharing. A D2D communication technique opens new horizons of device-centric communications, i.e., exploiting direct D2D links instead of relying solely on cellular links. Offloading traffic from traditional network-centric entities to D2D network enables low computational complexity at the base station besides increasing the network capacity. However, there are several challenges associated with D2D communication. In this paper, we present a survey of the existing methodologies related to aspects such as interference management, network discovery, proximity services, and network security in D2D networks. We conclude by introducing new dimensions with regard to D2D communication and delineate aspects that require further research.

**Abstract 3:**

Data quality has become a pervasive challenge for organizations as they wrangle with large, heterogeneous datasets to extract value. Given the proliferation of sensitive and confidential information, it is crucial to consider data privacy concerns during the data cleaning process. For example, in medical database applications, varying levels of privacy are enforced across the attribute values. Attributes such as a patient’s country or city of residence may be less sensitive than the patient’s prescribed medication. Traditional data cleaning techniques assume the data is openly accessible, without considering the differing levels of information sensitivity. In this work, we take the first steps toward a data cleaning model that integrates privacy as part of the data cleaning process. We present a privacy-aware data cleaning framework that differentiates the information content among the attribute values during the data cleaning process to resolve data inconsistencies while minimizing the amount of information disclosed. Our data repair algorithm includes a set of data disclosure operations that considers the information content of the underlying attribute values, while maximizing data utility. Our evaluation using real datasets shows that our algorithm scales well, and achieves improved performance and comparable repair accuracy against existing data cleaning solutions.

In this article, we investigate human perception of inertial mass discrimination in active planar manipulations, as they are common in daily tasks, such as moving heavy and bulky objects. Psychophysical experiments were conducted to develop a human inertial mass perception model to improve usability and acceptance of novel haptically collaborating robotic systems. In contrast to existing literature, large-scale movements involving a broad selection of reference stimuli and larger sample sizes were used. Linear mixed models were fitted to model dependent errors from the longitudinal perceptual data. Differential thresholds near the perception boundary exponentially increased and resulted in constant behavior for higher stimuli. No effect of different directions (sagittal and transversal) was found; however, a large effect of different movement types (precise and imprecise) was present in the data. Recommendations to implement the findings in novel physical assist devices are given.

**Questions:**

1. **Identify the reseach problem of every abstract?**
2. **State the motivation of all the researches?**
3. **Are the abstracts descriptive or informative?**
4. **How satisfactory were the results of every study?**
5. **Following the style of abstracts 1 and 2, write the abstract of your project report.**
   * 1. **Imagine that you are working on a project in which you have to conduct a survey in your university to explore students' most used mobile phone applications. You have to follow the scientific research procedure to carry out this investigation and then compose a formal report based on your study. You have been given 5 weeks to complete the task and you are supposed to email a weekly progress report regarding your work to your course instructor. You have already mailed 2 progress reports. Write a third report indicating the time period covered along with other details. [15 marks]**
6. **Following is the incomplete "Introduction" section of a report. Write the missing sections using the style of technical writing. [8]**

|  |
| --- |
| **1.1. Motivation:**  The world of Ecommerce is ever expanding as more and more companies realize the financial and organizational benefits that come from online stores. Lower overhead costs, wider audiences and virtually unlimited space to model products are just a few of the reasons for businesses to operate online. The progression of technology has facilitated this expansion in a number of ways. The growth of broadband Internet has meant that websites are becoming more graphically intensive as load times have been reduced dramatically from dial up speeds. A site can now have significantly more images, more complex languages can be used for graphical elements, such as Macromedia Flash and Ajax.  Active Enco is a new company which does not have an online retail store. Its popularity is growing as it sell sporting goods in Karachi. Since the team has a passion for sport and a number of members have experience in purchasing sportswear for teams, a need was felt to build an online store for Active Enco.  **1.2. Statement of Problem:**  **1.3. Project Description:**  **1.4. Project Purpose:** |

1. **Read the introduction and conclusion of the “Literature Review” chapter and answer the questions that follow.**

|  |
| --- |
| **CHAPTER 2**  **LITERATURE SURVEY**  [Introduction]  The technical literature of trickling filters is very extensive. This is evidenced by the literature search and critical analysis published by Dow (1971), which cited over 5,600 references in the literature published up to 1968. An exhaustive review of the literature is thus beyond the scope of this work.  The aim of this chapter is to provide, through selective reference to some of the literature, **a clearer understanding of the** different microbiological, chemical and physical **processes that occur within trickling filters**[1]. Experimental observations of various trickling filter phenomena are reviewed, and there is discussion of the **sometimes conflicting conclusions about the mechanisms of trickling filtration that have been drawn from the empirical evidence**[2].  The chapter is divided into two parts. The subject of the first is the **biological film which is the site of the biological oxidation of organic matter from the wastewater**[3], and is thus the heart of the process of trickling filtration. The formation biofilm is outlined, and the different processes which occur within it are discussed. The remainder of the chapter is devoted to a consideration of the **operating variables which determine trickling filter performance**[4].  [Conclusion]  Concluding Remarks  The review of literature in this Chapter has concentrated largely on **empirical observations of trickling filters**[2]. At the micro level, the **effects of oxygen and substrate limitations on the reactions occurring within the biofilm have been assessed**[3]. At the macro level, **trickling filter performance has been considered in terms of state variables such as hydraulic rate and depth of packing**[4]. Certain important concepts, such as liquid residence time, have been introduced and used to explain, qualitatively, certain aspects of filter behaviour.  **To quantify filter behaviour, it is necessary to develop a theory for the process; the theory may be a complex mechanistic model, or a simple empirical correlation**[1]. All trickling filter theories are based to some extent on empirical observation, if only for certain basic assumptions. Thus this Chapter provides a basis for the next in which the development of trickling filter theories is outlined, and various design equations are critically analyzed. |

1. What is the meaning of the term “empirical observations”?
2. What, according to the author, is the major aim of the chapter?
3. What evidence does the writer provide in favour of his statement that “The technical literature of trickling filters is very extensive”?
4. What does the writer intend to explain in the main body of the chapter?