

Report Writing

Section 2

Agenda

- Cover Letter
- Practice

Cover Letter

- Also known as Application letter.
- You cannot send your resume alone.
- A cover letter should be sent with your resume

Cover Letter

- Specifically state what it is that you are applying for.
- Identify the reason that you are applying.
- Give the reasons that you feel you merit or qualify for the position.
- Identify what you hope to accomplish by sending your letter and the action you would like the recipient to take.

Application Letter (cont.)

- Refer to any other documents you have included with your letter.
- Include your contact information.
- Close your letter by sincerely thanking the person for his/her time or for any assistance he/she can give you.

Example

Dear [Recipients Name],

Please find enclosed my CV in application for the post advertised in the Guardian on 30 November.

The nature of my degree course has prepared me for this position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills.

I am a fast and accurate writer, with a keen eye for detail and I should be very grateful for the opportunity to progress to market reporting. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Sincerely,
[Sender's Name]

Practice on CVs

address: Cairo - EGYPT Name:  Phone n
011 221

objective: To improve my experience and
have a better life

Education: 2017 - High school - EGYPT

skills: web designer

References
PlurSight

- address:-



name



phone:-



email:-

Bahrain

objective, ap to gain work experience from a professional leading organization in my field.

Education:-

- general certificate for completing ThanawyaAmmar "2017"
(2)
- 2nd year undergraduate in faculty of computers and Information systems Ain Shams university "2017-present"

skills:-

troubleshooting, problem solving, communication, soft skills.

* References: available upon request.

address: [redacted]	Name	Phone number :-
[redacted]	[redacted]	[redacted]
Cairo.		email: [redacted]@ gmail.com.

objective:.. to apply for a summer internship
of microsoft.

education:..

- I Finished high school education
at 2017 From Amr Ebn elKhtab school.
- I'am studing at Fcis Ain Shams.
university.

Skills:..

- I Studied Arabic, ~~and~~ english and some
Fren Sh.
- I Know Problem solving.

Reference :..

you asked ~~request~~ some question by Dina sherif
Dina eltorky (@) Cis.aus.edu.eg

[Redacted]
Mansour Jaber Mansour

Phone: [Redacted]

email: [Redacted]

address: [Redacted] Egypt

Objective: Join a summer internship at Microsoft.

Education

When: 2014: 2017

What: high school in Mansoura

Where: Mansoura high school

Skills: I know GUI

Experience: I know Workshop

Dr. Sally I have train with her
Can connect

bold
medium
size

@gmail.com

New Haceri - Cairo - Egypt

bold, medium size

Objectives:

- To make the work as good as we can
- To make my best to make good work

Education:

- actual - small size
- Graduated from [redacted] School
 - Undergraduation ~~from~~ at Computer Science - Ain Shams

Skills:

- Can work under pressure
- Can write C++ & C# languages
- ~~and~~ Trained at United bank in Egypt

References:

Available upon request

[REDACTED]
Egypt, Cairo,
Ain-Shams

([REDACTED])
A [REDACTED]

Objective

~~With a~~ win an internship at
Microsoft

Education

under graduate, expected to be
graduated in 2021. ~~From~~ Faculty of computer
and information science, Ain-Shams
university.

Skills

problem solving
knowledge of ~~mysql~~ sql and oop concept

[redacted]
[redacted]
* address: [redacted]
* Phone number: [redacted]
* email: [redacted]@yahoo.com

* objective: to join to web developer.

* Education: I still study in Ain Shams university
2018-2019
HTML5 - CSS3 - Java ...

* Skills: I can work in team.
I fluent in several programming languages

* References: you can communicate with Dr. Ahmed
in e-mail (Ahmed.Ali@yahoo.com).

CV:

[redacted]
Cairo, Egypt

[redacted]
[redacted]@gn

Objective:

Applying for a summer internship at Microsoft

Education:

class of 2017, high school [redacted] school

class of 2021 "but still studying" university - Faculty of Computer Science

Skills:

- Experience 1 year with C++
- Made a linked list project for ^{my} first year using classes
- ~~Made a lot~~ HTML, CSS, JavaScript

References

List upon requests:

Let's do some exercise

1- From types of technical writing are?

a.....

b.....

c.....

d.....

2- Writing process involves 3 steps which are.....

3- True or False....

- Avoid using personal pronouns like "you" or "we"
- Ending a letter with "Please feel free to call" adds friendliness to your conclusion.
- Using passive rather than active voice is allowed.
- Typing a message in ALL CAPITAL LETTERS emphasizes the importance of it.
- Good writing is difficult and time-consuming

4- If you don't know the name of someone when writing a formal letter, how should you begin the letter?

- a. Hi there
- b. Dear Sir/Madam
- c. To whoever
- d. An address is not needed

5- Why should you be careful when using a computer spellchecker?

- a. They only check certain words in your text.
- b. They cannot tell if they are correcting spelling or grammar.
- c. They do not check for meaning or context of word.
- d. They are not always activated.

6- Passive voice

- a. Should never be used in business as it deactivates the sentence
- b. Should be used often in business because it is more formal
- c. Should be used when emphasizing the action rather than the actor

Confusing words!

1. We couldn't (Accept - Except) the result.
2. We found everything (Accept - Except) the right document.
3. The cost will (Effect - Affect) the final contract.
4. We know that the (Effect - Affect) of the noise will create problems.
5. The supervisor did his best to (Ensure - Assure) the client that the damage was minimal.

Confusing words!

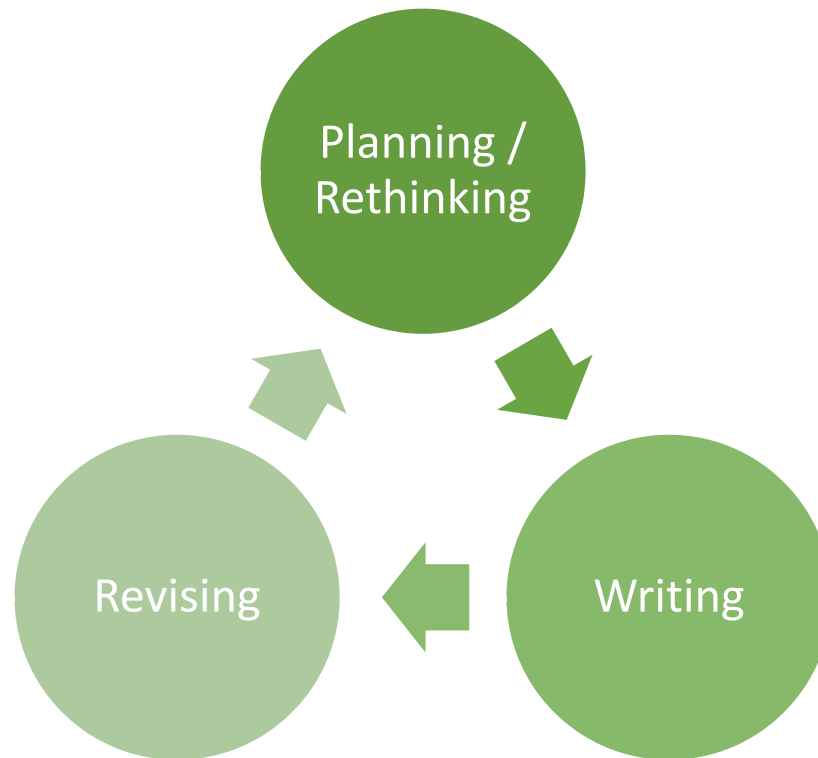
6. The owners added a scaffold to (Ensure - Assure) that workers were safe.
7. There were (Fewer - Less) hours logged than the company expected.
8. The amount of gasoline was (Fewer - Less) than we had budgeted for.
9. We knew that the keynote speaker (Preceded - Proceeded) the speaker we wanted to hear.
10. After the city approved the plans, the company (Preceded - Proceeded) with digging the foundation.

Answer guide






1- From types of technical writing are?

- Project documents
- Requirements specifications
- User manuals
- Websites
- Online and embedded help
- FAQs
- Contracts

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- Ending a letter with "Please feel free to call" adds friendliness to your conclusion. 
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Assure

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Less

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Confusing words!

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Preceded

Proceeded

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Preceded

Proceeded

Thank You....
See you next week