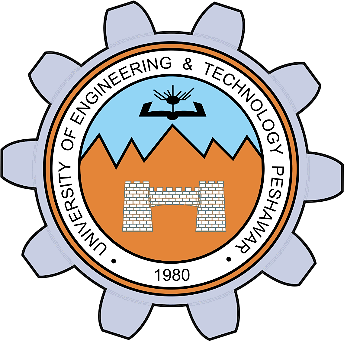
***Writing Effective Emails***

***Assignment no# 04***



**Spring 2025**

**CSE-311 Technical Writing**

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| --- | --- |
| ***Submitted By*** | ***Registration No.*** |
| Muhammmad Musa | *22PWCSE2157* |

Class Section: **C**

# **Submitted To:** Prof. Dr. Laiq Hassan

“On my honor, as student of University of Engineering and Technology, I have neither given nor received unauthorized assistance on this academic work.”

**Department of Computer Systems Engineering**

**University of Engineering and Technology**

**Peshawar**

To: [***DrJamaluetpeshawar@gmail.com***](mailto:DrJamaluetpeshawar@gmail.com)

CC: ***Drlaiqhassanuetpeshawar@gmail.com***

***Subject: Suggestions for Improving the Technical Writing Course***

## Dear Prof. Dr. Laiq Hassan,

I hope this email finds you well. I am writing to express my gratitude for your efforts in teaching the Technical Writing course. The way the course is structured, with its focus on practical application through presentations, has been very helpful. It has given us a platform to apply what we learn in class, which has improved our understanding.

While I appreciate the current structure and content of the course, I would like to suggest a few improvements that could be considered for future batches. One idea is to include peer review sessions. This would allow students to critique each other's work, which could help us understand the subject better and improve our own writing.

Another suggestion is to invite industry professionals for guest lectures. This could give us insights into how technical writing is used in different fields and expose us to different writing styles and techniques.

Lastly, a more structured feedback mechanism could be helpful. While the current system of identifying errors during presentations is useful, getting more detailed feedback on our written work could help us understand our strengths and areas for improvement better.

I believe these suggestions could enhance the learning experience for future students. I hope you find these suggestions useful and I look forward to discussing them further in class.

Thank you for your time and consideration.

Best regards,

***Muhammad Musa Computer Systems Engineering,***

***6th semester University of Engineering and Technology (UET) Peshawar***

***Email: 22pwcse2157uetpeshawar.edu.pk***

***Date: Monday, April 08, 20224 at 1:09:52 AM***