

Technical Writing Guide for English Exam

Prepared for Exam Preparation

July 27, 2025

Introduction

This guide covers the key writing formats from the Technical English syllabus (Unit III: Technical Writing). It includes step-by-step instructions and examples for memos, essays, letters, business letters, cover letters, resumes, and emails, tailored for your exam on July 28, 2025. Each section emphasizes clarity, conciseness, and audience analysis, aligning with technical writing principles.

1 Memo Writing

1.1 Steps to Write a Memo

1. **Header:** Include “To,” “From,” “Date,” and “Subject.”
2. **Opening:** State the purpose clearly.
3. **Body:** Provide details or instructions, using bullet points for clarity.
4. **Closing:** Include a call to action.
5. **Tone:** Professional and concise.

1.2 Example

To: All IT Staff

From: Rajesh Kumar, IT Manager

Date: July 27, 2025

Subject: Software Update

Dear Team,

This memo informs you of a software update on July 30, 2025, from 10:00 PM to 2:00 AM. Save all work and log off by 9:30 PM. Contact it.support@company.com for queries.

Best regards,

Rajesh Kumar

2 Essay Writing

2.1 Steps to Write an Essay

1. **Introduction:** Introduce the topic and state the thesis.
2. **Body:** Write 2–3 paragraphs, each covering one main point with evidence.
3. **Conclusion:** Summarize and restate the thesis.
4. **Tone:** Formal and analytical.

2.2 Example

The Impact of Technology on Communication

Technology has transformed communication, enabling instant global connectivity. Tools like email enhance efficiency, but over-reliance reduces face-to-face interaction. Balancing digital and traditional methods is key.

3 Letter Writing

3.1 Steps to Write a Letter

1. **Senders Address:** Top left.
2. **Date and Recipients Address:** Below senders address.
3. **Salutation:** Use “Dear [Name].”
4. **Body:** State purpose, provide details, conclude politely.
5. **Closing:** Use “Sincerely” and your name.

3.2 Example

123 Main Street, Kathmandu

July 27, 2025

Mr. Anil Sharma, Horizon Enterprises

Dear Mr. Sharma,

I am inquiring about internship opportunities. As a Computer Science student, I have skills in web development. Please share application details.

Sincerely,

Your Name

4 Business Letter

4.1 Steps to Write a Business Letter

1. **Letterhead:** Use company letterhead or address.
2. **Salutation:** Use “Dear [Name].”
3. **Body:** State purpose, provide details, request action.
4. **Closing:** Use “Best regards” with name and title.

4.2 Example

XYZ Technologies, Kathmandu

July 27, 2025

Ms. Priya Thapa, ABC Solutions

Dear Ms. Thapa,

We propose a collaboration on customer management software. Please confirm a meeting next week. Contact: info@xyztech.com.

Best regards,

Your Name, Project Manager

5 Cover Letter

5.1 Steps to Write a Cover Letter

1. **Header:** Include contact info, date, employers details.
2. **Introduction:** State the position and source.
3. **Body:** Highlight skills and fit.
4. **Closing:** Request an interview.

5.2 Example

Your Name, Kathmandu

July 27, 2025

Ms. Sunita Rai, Tech Innovate

Dear Ms. Rai,

I am applying for the Junior Software Developer role. My projects in Python and JavaScript align with your needs. Please contact me at student@email.com for an interview.

Sincerely,

Your Name

6 Resume

6.1 Steps to Write a Resume

1. **Header:** Name, contact info.
2. **Education:** List degrees and years.
3. **Experience:** Include roles and achievements.
4. **Skills:** Highlight relevant skills.

6.2 Example

Your Name

Kathmandu | student@email.com

Education: B.Sc. Computer Science, XYZ University, 2022–2025

Experience: Intern, DEF Solutions, 2024 (Developed web app, improved engagement by 20%)

Skills: Python, JavaScript, Teamwork

7 Email

7.1 Steps to Write an Email

1. **Subject:** Clear and specific.
2. **Salutation:** Use “Dear [Name].”
3. **Body:** State purpose, provide details, include action.
4. **Closing:** Use “Best regards” and name.

7.2 Example

Subject: Project Submission Guidelines

Dear Professor Gupta,

Please clarify the exams writing assignment guidelines. Can I meet you during office hours?

Best regards,

Your Name

8 Exam Tips

- Practice one sample of each format.
- Allocate time: 15–20 min for essays, 10 min for memos/letters.

- Use syllabus themes (e.g., technologys impact) for essays.
- Ensure clarity and conciseness.