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Assignment 3
Gathering data & Pre-writing techniques

Which techniques will you use to gather data for the following and why?

1. **Gather data to draft your resume, keep your qualifications and skills in mind.**

   Listing We have chosen listing method here as other methods are not perfectly relevant for either drafting resume or keeping qualification or skill in mind. Also Listing method perfectly suits here as we have to just marshal the qualifications and skills that we have.

2. **List five reasons why you have selected to be an engineer**

   Brainstorming or Listing We have chosen brainstorming or listing method as we have first brainstormed why we have taken engineering and then finally listed the reasons for selected to be engineer.

3. **What is the hierarchy in Nirma University?**

   Flow chart Because we want to depict through images how a process is performed from start to finish. Like in this situation, we want to describe the authorization and flow of privileges/rights from top to bottom which includes university's trustee, president, dean, department chairman or Head professor etc. As this is in sequential order, Flow chart is the perfect technique for this task.

4. **Create a flow chart to tell the process of registering in a course**

   Flow charting technique. Because there is a process to be followed, a flowchart with individual steps in a sequential order might be used.

5. **Researching: Research a job you might be interested in. What qualifications are needed, skills needed, timings, nature of work, working conditions and pay scale.**

Researching technique. Research into a career that you might be interested in. What qualifications, skills, timings, nature of employment, working conditions, and pay grade are required

Choose the pre-writing techniques

1. **You are planning a presentation on internship opportunities for you branch mates.**

Here outlining can be used to as outlining helps you define and organize your topic and subtopics so that you bring dthe reader on a logical journey from your thesis, through your supporting evidence, to your conclusion.

2. **A proposal for marketing a new product-purpose, problems it would solve, cost incurred, any new facilities needed, benefits**

We need to figure out what we want out of this proposal, as well as what the company wants out of the marketing campaign.

3. **A recommendation letter to purchase a printer.**

Outlining so that the drafts holds proper structure and format.

Charting all advantages, uses or need, future use of printer.

4. **Incident report**

The information can be acquired by responding to the reporter's inquiries about the incident. Which include the five W's and additional questions.

5. **An Email (multiple audience) meetings minutes and things to be discussed.**

Here Flowchart will be used as in meeting we have to elaborate things to people how it can be used and one of the best things by which we can elucidate is Flowchart.

6. **Creating a website.**

Here Mind Mapping can be used as we can create an overall view of how a website can be designed and what elements has to be included in the website and how it can be modified afterwords if needed.