

## TWPS

## Technical Writing

Specilized Structured form of writing that represent filtration of thoughts, ideas and concepts.

### 1- Psychological

Psychological relation between writing to different people e.g Senior, colleague, junior). Writing type depends on the rank of the person you are talking / writing to.

### 2- Need

- ① Purpose (Refine Ideas)
- ② Goal

### 3- Social Factor

## Types of Writing

There are total types of writing

### 1- Creative Writing

Passage of writing that declares multiple dimensions in accordance to central message.

## 2- Expressive Writing

Expand the idea, concepts, thoughts according to requirement.

## 3- Expository writing

Cause or effects are discussed according to facts and figures. No thoughts or personal ideas are shared.

## 4- Crime Journalism writing

Amalgamation of all writing, mixture of all writing skills according to demand.

## 5- Technical writing

Professional writing

## Importance of TW:

- ① Business Related
- ② Tim Saving (60,70 Pages  $\rightarrow$  6,7 pages)
- ③ Money enhancement
- ④ Inter-person communication Improved.

## TWPS

Own yourself

## Process of writing

There are three types of writings

## 1- Pre-writing

- Examine your goal.
- Determine your purpose. (What to achieve)

Goal → Purpose

## → Consider your audience

→ Gather your data

## 2- Main - writing

→ Organize

→ Formatting

## 3- Re-writing

→ Remove unnecessary sentences, expressing nouns and ideas.

→ Little Limitize the thought

→ Filter

## Objectives of Technical writing

- 1- Clarity : The accurate direction that leads to required ideas, concepts and

To sacrifice of your ideas — maturity  
without loosing your temper (self control)

thoughts

3 expressions

→ Bad → worst → Even worst

↓  
express negativity slightly  
in less way bitter, warm ↓  
extremely negated

(The equipment is

damage

## 2 - Comic Consciousness

→ Summarization of thoughts ; writing

How to beat

→ Replace vague words

→ Remove extra-thoughts.

→ Don't use phrasal verbs , proverbs in  
intro

→ Avoid over using nouns , it cause  
misunderstanding.

→ Combine two negative phrases , sentences  
to make one general sentence.

## 3 - Accuracy

→ To develop , make a direction

~~clear~~ clear

→ Professional letters deals with single  
emotion

# TwPS

## Memo

- Official piece of writing that produce for the professional fulfillment.
- 5-6 lines officially
- Finalize everything in filterized form Ideas, thoughts
- Write-up in between officies premises
- Goal should be clear before write-up

## Memo Approach

Direct approach → Rough and tough way

Indirect approach → Lenient way

## Situations

- Change in policies
- New policies
- Instructions convey

Memo is the base of  
Letter TW

- Different Policies (Approval)
- Procedure data for a process
- Holidays or weekend announcement
- Observations and Evaluations (Trip, report Project Launch etc.)

**Purpose** • Formation of legal security

- Maintain the official document
- Examine the progress / performance
- Evidence of orders or responsibility
- Regulate the departmental responsibilities.

### Five effective technique of Memo

- Audience Orientation
- Professional formal tone (Positive approach)
- Subject Emphasis (Focus on your goal)
- Direct format → Relevant

Q. Write a memo to upgrade boiler  
on account of new project.

From	Project Manager
To	Boiler Operator

## Letter

A brief piece of writing that declare the planning, suggestion and official information in set pattern situational demand

- A little explanation and brevity
- 8-9 lines maximum
- subjective approach
- Justify need & requirement

## Strategies of effective letter

- ① Subject oriented (Subject → Need)
- ② Utilization of social scenario/circumstances
  - ↳ availability, social localization
- ③ Formal tone in polite way
- ④ Clear ending
- ⑤ Accurate Facts & Figures

# Report

A Report is notification account that presents / summarizes the facts about a particular event, topic, issue

- A documented written material that present different event, topics and issues.

## Catagories types of report

### ① Academic report:

Formulation of documents that presents in educational scenario.

### ② Business report:

Documented piece of papers that describes business strategies, analysis or enhancement policies.

### ③ Scientific report:

The formulation of documents that comprises upon findings, research, and scientific calculation.

# Expressions

### ① Formal or Informal

### ② Long writing, short (Subjective and Objective)

③ Internal or External expressions

## Business report types

① Vertical report

A piece of paper which is shared publicaly in official means

② Letteral report

A piece of paper which is shared at high level (CEO to CEO).  
Btw and it is shared at the same level privately.

-> Authority to authority

## Structure

① Abstract - Crux of all the report

② Executive Summary - Present the central idea

③

① Tital page

② Table content

③ Executive summary

:

Citation / Reference

## Analytical Approach

### Steps of Report writing

- ① Choose a topic title
- ② Conduct research
- ③ Thesis statement (First line of introduction)
- ④ Write a rough draft / Prepare an outline
- ⑤ ↙
- ⑥ Revise and edit your report
- ⑦ Proof reading and check mistakes

### WPS : Memo

To: Board of Directors

Date:

From: CEO

To :

Date:

From:

Subject:

Subject:

## Email writing

Email writing is an art <sup>and</sup> of doing it well takes know how and practice.

- Subject : Should describe the whole email
- Art : Art is transformation of your mental ability in every walk of life.

- 3-4 composed line

- No official existence

↳ Can be legally challenged

- Subject : Should be 3-4 words

## Step of Impactful E-mails

1- Be concise

2- Use words that ~~convey~~ convey concrete positive , authentic personal emotions.

3- Use word because instead of why.

4- Show don't tell. (Secrets that are not shared)

5- End your sentence complete request.

Start → Greeting

→ Need , purpose

End → Ending sentence

# Paragraph

Paragraphs are distinct blocks of text which section out a larger piece of writing, stories, novels, articles, creative writing and professional write-ups.

## Useful steps of paragraph structure

- 1- Make the first sentence of your topic sentence. The first sentence should be expressing the topic.
- 2- Provide support by middle sentence.  
→ 2 supporting sentence ~~for~~ to justify the expression — to build the ~~trust~~ trust.
- 3- Make your last sentence ~~and a one~~ <sup>and</sup> conclusion or transition. — Finalize and Direction  
↳ The line that gives direction should be the last one.
- 4- <sup>Know</sup> When to start a new paragraph
- 5- Use transition words — Words that justify the content, topic

→ Evaluation Activity,

    ↳ Domestic Violence

    ↳ Illegal acts to earn money

    → Corruption

    → Mentally distracted

# TWPS

## Research Thesis Proposal (70-80 pages)

A set of pages that exemplify the bunch of search known as research proposal.

There are 5 chapters in research thesis

### ① Introduction

↳ Introduce topic and clarify the objective, Research Questions.

### ② Literature review (Larger ch.) (35-40)

Set pattern background research and knowledge design <sup>add reference</sup> to support your topic.

### ③ Data Analysis

Clarify the methodology of research

### ④ Findings

→ Surveys, Researchs and finding values and clarify the result of search

## ⑤ Conclusion

- conclude the research
- Sum-up research thesis

## Research Proposal (7-8 Pages)

- Summary of research thesis
- Attractive, concise and centered on the ideas that are in research
- Finding  $\Rightarrow$  Asumptions
- $\rightarrow$  Ch 4th and 5th is combined
- Citation is must

## TWPS Questions

18-10

- ① Types of writing
- ② Process of writing
- ③ Objective of writing
- ④ Types of memo
- ⑤ Purpose of memo
- ⑥ Letter writing
- ⑦ Letter Rules
- ⑧ Report writing
- ⑨ Re Types of report writing
- ⑩ Paragraph

## Conversation Skills

- 1- Raise your self-esteem
- 2- Practice your self-discharge 3- Grow in self-knowledge
- 4- Brush up on basic conversations.
  - Do not rely on your basic conversation/idea.
- 5- Be mind full
  - Justify your idea according to current scenario.
- 6- Know current scene topics
  - Updated conversation according to latest situation.
- 7- Manage your limiting beliefs.
  - Be generic, do not target anyone. Do not impose your concepts.
- 8- Be more social
  - More attach with current affairs. and society.

## Confidence Building

- ① Talk steadily slowly
- ② Hold your eye contact

### Focus

- ③ Notice the detail - rely on ideas and knowledge
- ④ Give unique compliment
- ⑤ Express your emotions.
- ⑥ Hold and static body language.

## Formal Presentation Skills

② Change your tone / mode according to the topic

- No flat / static approach

③ Your speech is for audience, not for you.

- Get the interest / focus of your audience

④ Organize the slides in an effective manner.

- Watch your audience and get feedback.

⑤ Let your personality come through.

⑥ Use humor and tell stories.

⑦ Don't read the slides until you have to.

⑧ Use your voice and hands effectively.

⑨ Grab the attention at the beginning

⑩ Practice does not make perfect.

⑪ Recording of your speech, set the criterion of your speech.

## TWPS

### Useful steps in Report writing

- ① Use effective heading and sub- heading
- ② Structure your paragraph well.
  - ↳ Use calculated weighted sentences.
- ③ Write clear sentences with plain language. (Don't use thoughtful message)
- ④ Keep your writing professional. (Passive writing)
  - ↳ Do not mention your clear motive in Report.

### Types of Report

1- Formal

2- Informal

~~3-F~~

→ Feasibility Reports

- ① Analysing need of your audience / client.
  - ↳ Facts & Figures according to demand.
- ② Examine the context and purpose of the study.
- ③ Organize the information ~~according~~ into

Content section.

④ Determine the order of information.

### - Inspection Report

To inspect the thing or project  
and after that build a report.

### Identify the steps of inspection report

① Determine the intent → (hidden meaning of  
the words) words.

② Know who will be reading this inspection report.

② Know who will be reading the  
inspection report.

↳ Change your angle / style according to the  
reader.

③ Check what needs to be on the  
report.

↳ Identify positive and negative aspects.

④ Utilize tools that can help  
cleaning clearing inspection reports.

## Progress Report / Material testing report

- How much the progress is completed, how much is remaining.
- Only progress is discussed. In Evaluation sense.

## Failure Analysis Report

## Interview

A planned interaction that shows your sensibility and mental credibility in front of others.

### Types:

There are nine types of interview that we have here:

1- Screening Interview

2- One-to-One

3- Committee/Committee

4- Group

5- Stress

6- Lunch

7- Telephonic

8- Behaviour based

9- Task oriented or testing

### Skills

- Self Evaluation - Develop background knowledge

- Practice your Interviews point

- Dress professionally - Know your resume

- Be sensible in your conversation

BIT

innovative idea

to get  
into

## Business Strategies

- Cost leading/ leadership
- Differentiation
- Focus group

Head to Head competition is called Red Ocean Strategy

X  
Complement provider

threat of substitute

Rivalry among the industry

Bargaining power of Buyer

Bargaining from supplier

Rise of entry

Q. What is Blue Ocean Strategy? (Starting)

→ First strategy used through innovation

Starting of the business → Blue Ocean

End point of business → Red Ocean

## TWPS

### Conversational Skills

#### Conversational Skills

##### ① Raise Your Self-Esteem

↳ able to speak a second language

##### ② Practice Self-Disclosure

↳ Best way to learn a second language

is to explore your ideas and thinking with friends and family open heartedly.

##### ③ Grow in self-knowledge

→ Enhance your ideas, opinion and constructive logic

##### ④ Brush up on Basic Conversation Etiquette

##### ⑤ Brush up on Basic Conversation Etiquette

## ⑤ Be Mindful

- Paying attention on what's going on

## ⑥ Know some current topics

## ⑦ Manage your limiting Beliefs

## ⑧ Be more social

### ① Raise your self-esteem

### ② Practice self-Disclosure

### ③ Build your Grow in self-knowledge

### ④ Brush up your <sup>basic</sup> conversation etiquette

## ⑤ Be Mindful

## ⑥ Know some current topic

## ⑦ Manage your limiting Beliefs

## ⑧ Be more social

### ① Raise your self-esteem

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### ② Practice self-disclosure

### ② Practice self-disclosure

### ③ Grow in self-knowledge

### ③ Grow in self-knowledge

### ④ Brush up your basic

### ④ Brush up your basic

### conversation etiquette

### conversation etiquette

## ⑤ Be Mindful

## ⑤ Be Mindful

## ⑥ Know some current topic

## ⑥ Know some current topic

## ⑦ Manage your limiting thought

## ⑦ Manage your limiting thought

## ⑧ Be more social

## ⑦ Manage your limiting thought

## ⑧ Be more social

## Conversation Skills

- ① Raise your self-esteem
- ② Practice self-disclosure
- ③ Grow your self-knowledge
- ④ Brush up your basic conversation etiquette
- ⑤ Be mindful
- ⑥ Know some current topic
- ⑦ Be more social
- ⑧ ~~Limiting thoughts~~ Manage your limiting beliefs

## Confidence Building

- |                           |                           |
|---------------------------|---------------------------|
| ① Talk / Speak slowly     | ① Talk slowly             |
| ② Hold on eye contacts    | ② Hold on eye contacts    |
| ③ Notice the details      | ③ Notice the details      |
| ④ Give unique compliments | ④ Give unique compliments |
| ⑤ Express your emotions   | ⑤ Express your emotions   |
| ⑥ Use the best words      | ⑥ Use the best words      |
| ⑦ Hold confident          | ⑦ Hold confidence.        |
- 
- |                          |                         |
|--------------------------|-------------------------|
| ① Talk slowly            | ① Talk slowly           |
| ② Hold on eye contact    | ② Hold more eye contact |
| ③ Express your emotion   | ③ Use best words        |
| ④ Give unique compliment | ④ Use unique compliment |
| ⑤ Use unique words       | ⑤ Express your emotions |
| ⑥ Hold confidence        | ⑥ Hold confidence.      |
| ⑦ Notice details         | ⑦ Notice details        |

## Interview Types

- |                        |                    |
|------------------------|--------------------|
| ① Screening Interview  | ① Screening        |
| ② One-on-one Interview | ② One-on-one       |
| ③ Committee Interview  | ③ Committee        |
| ④ Group Interview      | ④ Group            |
| ⑤ Stress Interview     | ⑤ Lunch            |
| ⑥ Lunch Interview      | ⑥ Stress           |
| ⑦ Telephonic Interview | ⑦ Telephonic       |
| ⑧ Testing Interview    | ⑧ Behavioral-Based |
| ⑨ Behavioral-Based     | ⑨ Test             |

- ① Summary      ② Organizational Information
- ③ Problem / Need / Situation Description
- ④ Work plan / Specific Activities
- ⑤ Outcomes / Impact of Activities
- ⑥ Other funding
- ⑦ Future funding
- ⑧ Budget      ⑨ Evaluation
- ⑩ Income      ⑪ Supplementary Materials
- ⑫ Putting It All Together
- ⑬ Variations on the Standard Outline

### Slide Presentation Strategy

- ① Nervousness is common normal . Practice and Prepare !
- ② Your speech is about audience . Not You
- ③ Organize Material in Effective Manner to attain the Purpose
- ④ Watch for Feedback
- ⑤ Let your personality come through
- ⑥ Use , humor, Tell stories, use effective language
- ⑦ Don't Read unless you have to
- ⑧ Grab attention at the beginning and close dynamic end.