



Course Name:	Technical and Business Writing	Course Code:	SS-2007
Degree Program:	BS CS/DS/SE	Semester:	Fall 2023
Exam Duration:	60 Minutes	Total Marks:	30
Paper Date:	Nov 8, 2023	Weight	15%
Section:	ALL	Page(s):	1 /
Exam Type:	Midterm-II		

Student's ID:

Instruction/Notes: Attempt all questions.

- Q1. You are the Student Representative of the Campus Committee at National University of Computer and Emerging Sciences, Lahore Campus. You have been tasked with overseeing the setup of a recreational area (Common Room for boys and girls), at the university campus. As a part of the administration plan, you need to highlight how crucial it is to purchase certain appliances for the common area including the toaster and coffee maker. Your team requested an evaluation of the current appliances, to determine their suitability for the use in the shared recreational space. You need to consider the preferences and needs of the students, the functionality of the appliances, and their potential impact on the overall campus experience. You may also suggest purchase of additional equipment that is needed there, like exercise machines.

Write an Equipment Evaluation Report to the Director of the university (Dr. Hammad Naveed) about the current appliances in use in the recreational area, outlining their performance, user-friendliness, and suitability for enhancing the overall experience at the campus.

- Proximity to Service Centres. — Friendly & Maintain Interface. [20 Marks]  
— Guarantee — Easy to clean ✓ Performance & Variable level of use

- Q2. Read the following Cases and identify whether the case is an example of Solicited, Unsolicited or Grant Proposal. Justify your answer in one sentence:

- a) A county health department wants to improve health literacy among its clients. A doctor in the department reads that a medical technology company offers grants for community health literacy programs. He works with administrators and health education experts to develop a specific plan and write a proposal that meets the requirements of the health technology company's program.
- b) Hassan Chief Financial Officer has received the results of an internal audit that found problems in the way, client has stored the information. Since he is not satisfied with it. He asks his manager to write a proposal to propose changes that will improve IS security and training of all affected employees.
- c) Ali has recently found out that the equipment the client's company is using is not up to the safety standards. He has not discussed the issue with any of the other colleagues but decides to write a proposal to offer changes in the way company procure equipment. He has done his research and found out many possibilities from where the company can buy safe Equipment.

[2 + 2 + 2]

- Q3. What are the possible sources of information to be used for writing a Formal Report? Explain your answer with relevant examples.

— Books [4 Marks]  
— Periodicals

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— Newspaper  
— Web  
— Dictionaries/Encyclo

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