Course Code: SS153	Course Name: Technical & Business Writing
Instructor Name: Ms Atifa Batool, Ms. Faiza Mumtaz, & Ms. Nazia Imam	
Student Roll No:	Section No:

Instructions:

- Return the question paper.
- Read each question completely before answering it. There are **2 questions and 3 pages.**
- In case of any ambiguity, you may make assumption. But your assumption should not contradict any statement in the question paper.
- ANSWER ALL QUESTIONS IN THE ANSWER COPY. QUESTIONS ANSWERED ON THE QUESTION PAPER WILL NOT BE SCORED.
- **The invigilator present is not supposed to tell the meaning of any word.**

Time: 1 hour   **Max Marks**: **30 points**

Question No. 1
[Estimated time: 25 minutes]

Question 1: Analyze the following résumé. Identify at least six weaknesses in this résumé.

 i. Rewrite and compose effectively each section that requires revision.
 ii. Follow the standards for writing every section.

                       [8+4=12 marks]

Résumé
Erum T. Siddiqui
West District, Apt. 33 • New Town, Karachi
Phone (021) 652-3252 • E-Mail: chillstudent08@gmail.com

OBJECTIVE
I would love to find a first job in the "real world" with a big accounting company that will help me get ahead in the accounting field

EDUCAT ON
Government Girls College, District East Campus, Karachi. Fall 2010

Now I am pursuing a BA in Accounting at The ACCA Academy, majoring in Accounting; my minor is Marketing. Expected degree date is June 2021; I recieved a Certificate of Completion in Entry Level Accounting in June 2010

I went to New Town High School, District West, Karachi. I graduated in June 2007.
Part-Time Employment
Financial Consultant**,** 2011 to present
I worked only part-time **(**January 2011-present) for Primary Financial Services, Karachi, to assist clients in obtaining a mortgage or consolidating a current mortgage loan and also to advise clients in assessing their need for life insurance.

The Mall, Saddar, Karachi. As line manager, from September 2007-March 2011, I supervised 50 cashiers and front-end associates. I helped to write schedules, disciplinary action notices, and performance appraisals. I also kept track of change drawer and money exchanges; occasionally was manager on duty for entire store.

Penn Foster Career School- PECHS, Karachi where I taught flower design, I supervised 15 florists, made floral arrangements, sent them to customers, and restocked flowers.

Highlights:
• Named Line Manger of the Month at Home Depot, 09/2007 and 08/2006
• Obtained a Certificate in Entry Level Accounting, June 2008
• Chair of Accounting Society, Spring and fall 2010
• Dean's Honor List, Fall 2011
• Financial advisor training completed through Primerica (May 2011)
• Webmaster for M.E.Ch.A., Spring 2012

SKILLS
Word processing, Internet browsers (Explorer and Google), PowerPoint, Excel, type 30 wpm, databases, spreadsheets; great composure in stressful situations; 3 years as leader and supervisor and 4 years in customer service.

Question No. 2
[Estimated time: 30 minutes]
A. Write a purpose statement for the following problem statement: [5 marks]

Revolutions Per Minute (RPM), like other e-companies, is experiencing a critical talent shortage of IT professionals, making the recruitment of a multinational work force a vital concern of U.S. businesses. Meeting the cultural and communication demands of these workers poses serious challenges for RPM. There is a great need to find the real situation at RPM about the recruitment and employee retention as well as an analysis for creating better work place environment. The traditional workplace has to be transformed to respect the ways multinational employees communicate about business. Native English-speaking employees will also have to be better prepared to understand and appreciate their international co-workers. Unfortunately, many corporate policies and programs at RPM, and at other U.S. companies, have been created for native-born, English-speaking employees (Martin, 2005; Reynolds, 2008). Rather than rewarding multinational workers, such policies unintentionally punish them. There is a great need to find the real situation at RPM about the recruitment and employee retention as well as an analysis for creating better work place environment.

B. Construct a research question for the above problem statement. [3 marks]

C. Prepare Title page for the above study by following the details provided below: [2 marks]
- May 16, 2020
- Jesse Butler, Vice President, Human Resources
- Terri Smith Ruckel, Senior Training Specialist, RPM Technologies
- Adapting the Revolutions Per Minute (RPM) Workplace for Multinational Employees

D. **Read the abstract below and answer the questions that follow: [8 marks]**

Abstract A: The trustworthiness of research results is a growing concern in many empirical disciplines. The goals of this paper are to assess how much the trustworthiness of results reported in software engineering experiments is affected by researcher and publication bias, given typical statistical power and significance levels, and to suggest improved research practices. First, we conducted a small-scale survey to document the presence of researcher and publication biases in software engineering experiments. Then, we built a model that estimates the proportion of correct results for different levels of researcher and publication bias. A review of 150 randomly selected software engineering experiments published in the period 2002–2013 was conducted to provide input to the model. The survey indicates that researcher and publication bias is quite common. This finding is supported by the observation that the actual proportion of statistically significant results reported in the reviewed papers was about twice as high as the one expected assuming no researcher and publication bias. Our models suggest a high proportion of incorrect results even with quite conservative assumptions. Research practices must improve to increase the trustworthiness of software engineering experiments. A key to this improvement is to avoid conducting studies with unsatisfactory low statistical power.

1. **What is the purpose of the study?**
2. **How data was collected for the study?**
3. **Identify the recommendations provided in the study?**
4. **What are the findings of the study?**