**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sec\_\_\_\_\_\_**

**Roll no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**

**Lecture 2- Characteristics of Technical Writing**

**Q1. The following sentences are unclear. They will be interpreted differently by different readers. Revise these sentences by replacing the vague words with more specific information.**

1. We need this information as soon as possible.

2. The machinery will replace a flawed piece of equipment in our department.

3. Failure to purchase this will have a negative impact.

4. Weather problems in the area resulted in damage to the computer systems.

5. The most recent occurrences were caused by insufficient personnel.

**Q2. Make the following passive sentences active**.

1. When all work is completed, turn the blueprint machine off.
2. Implementation of this procedure is to be carried out by the Accounting Department.
3. Benefits derived by attending the conference were twofold.
4. The information was demonstrated and explained in great detail by the training supervisor.
5. A link, such as products or specifications, was checked by me.
6. The OK button was clicked and the correct link was scrolled down to.

**Q3. You can achieve clarity and conciseness if you limit the length of your paragraphs. An excessively long paragraph (beyond six typed lines) requires too much work for your reader. Revise the following paragraph to make it more reader‐friendly.**

As you know, we use electronics to process freight and documentation. We are in the process of having terminals placed in the export departments of some of our major customers around the country so they may keep track of all their shipments within our system. I would like to propose a similar tracking mechanism for your company. We could handle all of your export traffic from your locations around the country and monitor these exports with a terminal located in your home office. This could have many advantages for you. You could generate an export invoice in your export department, which could be transmitted via the computer to our office. You could trace your shipments more readily. This would allow you to determine rating fees more accurately. Finally, your accounting department would benefit. All in all, your export operations would achieve greater efficiency.