

COMSATS UNIVERSITY ISLAMABAD, ABBOTTABAD CAMPUS

REPORT WRITING SKILLS – HYBRID (HUM 102)

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FA22-BSE-141-3C

ASSINGEMENT # 02

Date: 24 October-2023

Analysis of Document for Using & Storing Medicines With Respect To the Traits of Technical Writing

Following are the traits of technical writing present in the given document regarding using and storing medicines.

1. Clarity

The context is clear and comprehensive as the Sample has

- easy vocabulary
- short sentences
- proper headings
- There is no personal introduction of the writer or any conclusion in, the context.

For example, this part of the document shows the use of proper headings (e-g: direction for use, warnings etc.) and each heading also had subheadings having short sentences instead of large sentences and elaborated for the users.

2. Conciseness

The language used is concise as the document is written in the form of

- short paragraphs
- Lengthy details are presented in the form of headings with vivid details.
- There is no unnecessary repetition of words.
- Positive language has been used **for example**:

Warnings:

1. **Liver Warning:** Taking more than the recommended dose may cause liver damage. Avoid alcohol consumption while taking this medication.
2. **Allergy Alert:** Do not use if you are allergic to acetaminophen or any other ingredient in this product.

Figure 1 Example from sample document

3. Audience recognition

The document is used to provide some guidance on safe and effective use of medications.

Therefore, its target audience has a broad spectrum including adults to children's. On the basis of diverse user base the writer has considered its audience using simple language and provided all necessary information.

For example:

Consider the dosage instructions: "Take 2 tablets every 4 to 6 hours as needed. Do not exceed 8 tablets in 24 hours". This concise and explicit instruction can easily be understood by both adults and children.

4. Accessible document design

The document is easily readable by all types of people due to the use of

- Descriptive Headings for clarity
- Structured format i-e clear sections ('warnings, Directions for use, storage, additional information') thus providing the logical flow.
- Bulleted lists are provided.
- At the end the manufacturer is mentioned for accountability and trust.

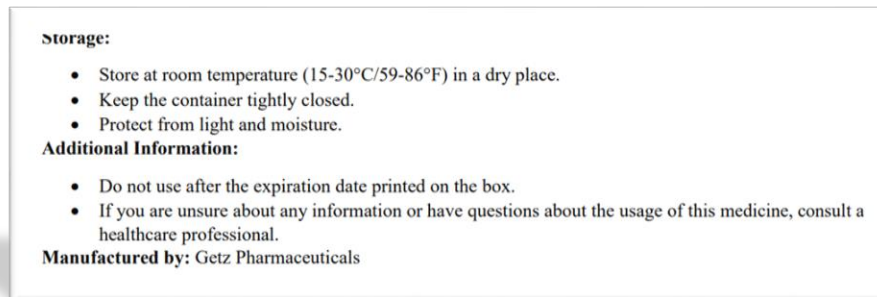


Figure 2 Example from sample document

5. Accuracy

The information in the sample document is accurate. Details provided such as Active ingredient Acetaminophen 500mg, dosage instructions, warnings are all precise and factually correct.

For example: "Liver warning: taking more than recommended dose may cause liver damage"