Name & Yr & Section: _Michelle M. Samuela_____ Date: __Feb 1 2024_____

<u>**Midterm Activity 2**</u>

1. **Define Technical Writing.**
- Technical writing is a form of communication that professionals use to convey information about specialized topics.
- The goal of technical writing is to enable readers to use technology or understand a process or concept. Because the subject matter is more important than the writer' s voice, technical writing style, and tone. The writing style is direct and utilitarian, emphasizing exactness and clarity rather than elegance or allusiveness.
2. **Define Expository Writing.**
- Expository writing is the standard academic analytical writing, which includes exposing and analyzing trends in a creative and artistic ways. It is used to persuade people in arguments. So it shares opinions, thoughts, and concepts.
- Expository writing shares thoughts, opinions, and fleshedout concepts. It is intended to explain or describe something. It doesn 't set out to prove a point, just to give a balanced view of its subject matter.

3. **Difference between Technical Writing and Expository Writing.**
   Technical Writing is all about providing information in a way of process in a specific topic or product while
   Expository Writing is to explain how to do something, how something works, or simply provide information on a topic
4. Write a topic or letter/report using technical writing and expository writing?

   Technical writing

   " Implementation of New Software System "

   I hope this letter finds you well. My name is [Michelle M. Samuela], and I am writing to you on behalf of [Panasonic Company]. We have recently conducted a comprehensive analysis of your current software infrastructure and identified areas where improvements can be made to enhance efficiency, security, and overall performance.

   Sincerely,
   Michelle M. Samuela