

# Additional Technical Writing Samples - Rebecca Ellis

## Part 1

### Original content

If the Operator is using an associated monitor, the following behaviour is expected:

Whenever a camera would otherwise be displayed in a site panel's (site live panel, site Alarm Panel or single site live panel) video area, it will instead be displayed in the current monitor mode's main channel (biggest channel and closest to the top-left corner of the monitor).

### My edited version

#### In-monitor camera display

When using an associated monitor, the camera in use will be displayed in the current monitor mode's main channel rather than in the site panel's **<hyperlink to further description of site panels in another part of the text>** video area. The current monitor's main channel is indicated by the largest icon displayed in the top left corner of the monitor.

#### Site panels:

- live panel (description and screenshot)
- alarm panel (description and screenshot)
- single site live panel (description and screenshot)

### Notes

Text could be supported with hyperlinks and screenshots.

## Part 2

### List of topics with hierarchy (parent vs. child)

- Editing and posting pictures on Instagram (or any other image-sharing service)
- Streaming live videos on Instagram (or any other image-sharing service)

### Editing and Posting Pictures on Instagram

To edit and post pictures on Instagram, follow these steps:

1. After logging into your Instagram account, tap on the '+' icon at the bottom of the screen.
2. Select the image you wish to upload from your device's gallery. Apply filters, adjust brightness, contrast, and other editing tools available within the app.
3. Add a caption, tags, location, and relevant hashtags before sharing.
4. Once satisfied with the edits and details, tap on '**Share**' to publish your picture.

#### Topics:<sup>1</sup>

- 1. Accessing Instagram's Interface**
  - Logging into your account
  - Navigating to the upload section
- 2. Uploading Pictures**
  - Selecting images from the gallery
  - Editing tools available (filters, adjustments, etc.)
  - Adding captions, tags, location, and hashtags
- 3. Sharing Pictures**
  - Reviewing edits
  - Sharing the edited picture on your profile

### Streaming Live Videos on Instagram

To stream live videos on Instagram, initiate the process by opening the Instagram app and tapping on the camera icon in the top-left corner of the screen. Swipe to the 'Live' mode and tap 'Start Live Video'. Add a title and customise settings such as allowing comments or enabling the camera flip feature. Interact with viewers through comments during the live stream. Once done, tap 'End' to finish the live video session.

#### Topics:

- 1. Accessing Live Video Feature**
  - Locating the live video feature within the app
- 2. Starting a Live Video**
  - Initiating live video mode
  - Setting up title and customising settings
- 3. During the Live Video**
  - Engaging with viewers
  - Interacting with comments and questions
- 4. Ending a Live Video**
  - Concluding the live session

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<sup>1</sup> Topics parents are enumerated, topic children are denoted with '-'

- Saving or discarding the live video afterwards

## Part 3

### Simple procedure that explains how to translate a term into Swahili

Google Translate is a widely-used online tool that translates text and even entire web pages from one language to another. Developed by Google, this free service employs sophisticated algorithms and machine learning to provide translations across a multitude of languages, making communication easier and more accessible for users worldwide.

### How to Translate a Term into Swahili using Google Translate

1. **Access Google Translate:** Open your web browser and go to the Google Translate website or use the Google Translate mobile app.
2. **Select Languages:** In the left box (the 'From' language), choose the language of the term you want to translate. For example, select English. In the right box (the 'To' language), select Swahili.
3. **Enter the Term:** Type the word or phrase you want to translate into the left box. For instance, input 'Hello' if you wish to translate that word. If you did not enter the 'From' language in the left box but just start typing, Google Translate will automatically detect the language.
4. **View Translation:** Google Translate will instantly display the translated term in Swahili in the right box.
5. **Additional Options:** Explore further by using the speaker icon to listen to the pronunciation or switch the input and output languages for bidirectional translation.

#### NOTE:

#### Machine translations are not always precise!

Ensure accuracy by:

- Providing context or using simple sentences rather than individual words.
- Double-checking for idiomatic expressions or specific terms
- Some words may have multiple meanings. Understand the context to ensure the correct translation.

#### Notes

This short guide could be supported with visual aids such as screenshots or a step-by-step video tutorial to enhance the text. Additionally, examples of common words or phrases translated into Swahili could be provided to further assist users in understanding the tool's capabilities.

## Part 4

Video with supporting text

<https://www.youtube.com/watch?v=IlQ08nPgXn8>

Task topic and description

**Task Topic:**

### Using the Bandall banding equipment with custom arch

**Task Description:**

Turn on the machine. Insert the carpet or matt roll. Place it over the sensor at the location where you want the roll to be banded. Let it rest until the sensor is triggered, which will measure the diameter of the roll and band it accordingly at the sensor location. Move the roll to where you want the next band to be wrapped and wait again for the sensor to trigger. Repeat this process for each band you want to have wrapped around the roll. Remove the roll from the device and insert the next roll. Do not forget to turn off the banding machine after all the rolls are banded.

Notes

The video is inadequate, as it does not properly explain how the sensor is triggered. The writer is left to infer. Therefore, I recommend that the video be redone and incorporate the following tips.

**Other Supporting Tips:**

- **Detailed description in the video and captions:** including specific actions taken and any instructions or information provided.
- **Diagram or flowchart:** Create a visual representation of the sequence of steps to aid in understanding and describing the process.
- **User manual or documentation page:** Look for supplementary materials like user manuals or documentation related to similar automated gardening systems to understand the standard operating procedures.
- **Expert insights:** Seek out reviews or articles from experts in the field of automated gardening systems to gain additional insights into the typical steps and functionalities involved.
- **Discussion forums or communities:** Engage with online communities or forums discussing automated gardening systems to gather diverse perspectives and experiences related to the process.

## Part 5

### API reference topic

Below, a sample input for a PLAY request used by an online gambling game company. Create a fragment of an API reference topic that describes the request and the parameters used. The actual meaning of the parameters is not important.

**POST**

**/games/{gameId}/play**

```
{
  "stakeValue":{
    "cashBet":0.10,
    "currency":"EUR",
    "coinBet":0.10
  },
  "freespinsActive":false,
  "jackpotStakeValue":0.1,
}
```

### Notes

Supporting this short guide with visual aids such as screenshots or a step-by-step video tutorial could enhance this text. Additionally, providing examples of common words or phrases translated into Swahili could further assist users in understanding the tool's capabilities.

### PLAY Request API

The PLAY request is used by the online gambling game company to initiate a game round with specified parameters. This request allows players to place bets and engage in gameplay.

#### Endpoint

POST /game/play

#### Parameters

**stakeValue** (object): Specifies the betting details for the game round.

**cashBet** (number): The amount of cash being wagered in the game round.

**currency** (string): The currency in which the bet is placed (e.g., "EUR" for Euros).

**coinBet** (number): The amount of virtual coins being wagered in the game round.

**freespinsActive** (boolean): Indicates whether free spins are currently active for the game round. Set to `true` if active, otherwise, `false`.

**jackpotStakeValue** (number): Represents the stake value contributed towards the jackpot in the game round.

### Sample request payload

```
{
  "stakeValue":{
    "cashBet":0.10,
    "currency":"EUR",
    "coinBet":0.10
  },
  "freespinsActive":false,
  "jackpotStakeValue":0.1,
}
```

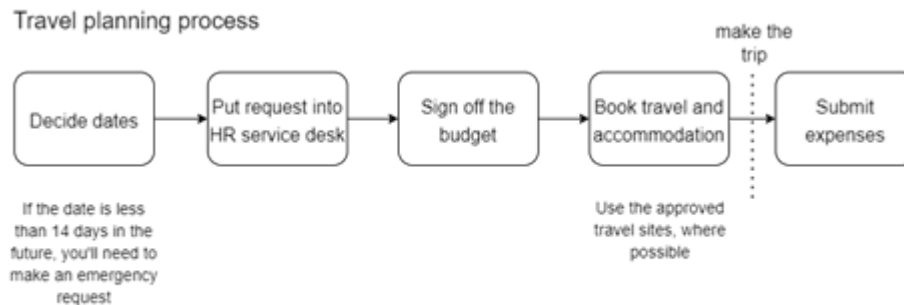
### Response

Upon successful processing of the **PLAY** request, the API returns relevant game data or outcomes, including winnings, game status, or error messages in case of issues.

## Part 6

### SOP

Below are the steps employees need to take when they're planning a business trip, showing a process overview that a client provided to be used as the starting point.



**Note:** only Managers and Senior Managers can make travel requests via the service desk

- 5-10 questions I would ask the client so that I could gather all the information I need to complete the SOP:
  - What process do other employees have to use (those who are not Managers or Senior Managers)?
  - What types of business requires travel?
  - What is the maximum budget amount?
  - Is there a minimum budget amount (minor expenses)
  - What is the process for travel insurance (medical and accident)?
  - What is the approval chain within the HR service desk?
  - What types of expenses are allowed or not allowed?
  - Which corporate policies apply during travel? For instance, confidentiality or anti-bribery clauses?
- I would remove '**make the trip**', as it is irrelevant for the business process. Also, expenses could be submitted before the trip is over.
- Supplementary sections or documents to create:
  - What process do other employees have to use (those who are not Managers or Senior Managers)?
  - Any signed release forms