

# TECHNICAL WRITING

## Assignment 1

Q1. What is importance of language?

Q2. What do you mean by language sensitivity?

## Assignment 2

Q1. What is the importance of Reading. Explain it with the help of types of reading

## Assignment 3

Q1. Write one sales and one order letter.

Q2. Write Minutes of the meeting(Assume the data).

## Assignment 4

Q1. Explain Swot.

Q2. Explain emotional Intelligence and leadership skills.

# Project Topics

First page- College logo and name roll no. stream right hand side (Teacher's signature)

Second page – index

Third page- Plagiarism Certificate

Fourth page – Introduction with topic (don't exceed one page)

rest of the pages will be for project around 15 pages with a mandatory concluding note which includes

pros and cons of projects (pros and cons related to projects),(in simple words Outcome of the project)

Last page- Bibliography

- 1. Title – Importance of team Building (Give one example which focuses on leadership qualities and importance of team building. Frame one real life example which indicates upper mentioned qualities.)**
- 2. Title- Time management, self-analysis through SWOT and Johari Window**
- 3. Title- Emotional Intelligence vs AI (assessment)**
- 4. Title- Interview Skills and Bio data/CV Building**
- 5. Title- Co-Relation of Language Sensitivity in Technical writing.**