**Bahria University, Islamabad Campus**

Department of Computer Science

Final Term Examination

Class/Section: BSCS

**(Fall 2022 Semester)**

**Paper Type: Descriptive**

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| --- | --- | --- | --- |
| Course: Technical Writing & Presentation Skills |  |  | Date: |
| Course Code: HSS-320 |  |  | Session: |
| Faculty’s Name: Quratul Ain |  |  | Max Marks: 50 |
| Time Allowed: 2 hours & 30 minutes |  |  | Total Pages: (including this) 01 |

**INSTRUCTIONS:**

1. Attempt all questions and return question paper along with answer book.
2. Marks will be awarded for structure and content.
3. Use appropriate examples to support your answers
4. Do not generalize the answers. Be specific

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Enroll No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(USE CAPITAL LETTERS)

**Q1:** **Write** a report to your boss, proposing the use of updated technology for updating learning of students. Make sure to add the following components in your report: (Marks 20, CLO 2)

1. A suitable title of the report
2. Summary
3. Introduction, clearly indicating the background, purpose and scope of the report
4. Body, indicating the proposed methodology for where and how to use of technology
5. Conclusion, summarizing the main points and giving recommendations

**Q2:** **Write** a Letter of Inquiry to Microsoft Corporation, asking about any available/open position which could fit your qualification and skills. (Marks 10, CLO 1)

**Q3:** A new ATM machine has been installed in the university. **Design** a user manual for the users, facilitating them about how to use the ATM machine. (Marks 10, CLO 1, 3)

**Q4:** As a computer engineer, you have installed a new software program on the company’s computers. **Write** a memo to all the staff, including your managers, letting them know that they need to come, see you for a half-hour training and information session in the next week. Be sure to include what times you are available as well as where and how you can be reached. (Marks 10, CLO 1)