

ASSIGNMENT 3

MCAC105 TECHNICAL COMMUNICATION

Assignment Due Date: 06 Mar 2021

Ques 1: Explain the differences between descriptive and expository writing. What makes Technical writing different from other writings.

Ques 2: As the head of your company, write a memo to the head of finance branch asking for explanation for the loss in the last quarter.

Ques 3: Your college wishes to start two short term summer courses during the forthcoming summer vacations: 1 English Speaking and Listening Skills 2. Improve Your Body Language. As students' representative, the Principal of your college has asked you to prepare a report on the feasibility of starting these courses in your college campus. Please draft a report.

Ques 4: Your University has been considering a major restructuring academic exercise which includes a shift from three year degree course to four-year degree course. You have appointed as Secretary to a Committee of selected students from different colleges of the university to present the students' opinions. You organised the first meeting of the committee. Write the minutes of meeting.

Ques 5: Assume after your graduation you have joined a home paints company. As your first assignment in the company, you have been kept in a team of your seniors who are working on preparing a user's manual for home paint users. Prepare the user manual including essential parts like visuals, graphs, design, legal disclaimers, help lines etc.