

Technical Writing Project

Course: B-Tech

Course Code: HS-204

Semester: 4th

Total Marks: 60

COs Mapped in the Project:

CO1: Ability to improve grammar and sentence structure and build vocabulary.

CO2: Ability to write different types of writings with clarity.

CO3: Ability to write different types of business documents.

CO4: Ability to apply business ethics and enhance personality.

Guidelines for Project:

- 1. Project should be handwritten and presented neatly.**
- 2. It should be spiral bind.**
- 3. It should have contents presented professionally with proper cover page and index.**
- 4. Content should be original.**
- 5. Every student needs to submit the project individually.**

Prepare a writing booklet with the following questions:

1. Type a Resume for the post of Lead Engineer giving it a proper display.
2. Collect three different samples of Tender Notices from your local newspaper. Paste each sample on a paper.
3. Prepare Specimen of any three official documents.
4. Collect and paste samples of Argumentative, Narrative, Expository and Descriptive writing from your local newspaper. Along with each sample

analyse and write what features of different writings were present in the article which helped you categorize it as a particular kind of writing.

5. How will you resolve a conflict between two colleagues who want to present their project first in the classroom seminar ?
6. How will you introduce yourself to the new members of the company you have just joined?
7. Frame 10 questions that can be asked while interviewing for the post of Sales Executive ?
8. Draft an application to ask sorry and further modalities to a Librarian for having lost a book.
9. Read the following prompt and weave a story an about 150 words.
Provide a suitable title also.
The moment Hari stepped down from the train he was greeted at the platform by the people of his small town. They had gathered there with garlands and a band.....

Or

Write a story in about 150-200 words with the following beginning and give a suitable title to it.

It was 6 o'clock in the evening and there was a lot of traffic on the road. Mohan was driving his way when suddenly two teenagers on bike overtook his car.

10. Complete the discussion

Mother :Geetha wants to join western dance classes in the evening at RAACK academy. What do you think?

Father :

_____ Mother :What timing shall we opt for?

Father :

_____ Mother :

_____ Father :

_____ Mother :

11. In a Board of Director's meeting a Managing Director advises his subordinates to present the sector wise deployment of cash generated by the company with the help of a pie chart. The following are the details:

- Cash deployed for dividend payment : 40.07%
- Cash deployed for acquisition : 09.07%
- Cash deployed for capital expenditure : 23.81%
- Cash deployed for investment : 27.05%

Present the pie chart.

12. Personality / Character

- How would you describe your character?
- What makes you impatient?
- What are your hobbies?
- What are your strengths and weaknesses?

13. Analyze a case study of a successful leader known for their high emotional intelligence. What specific behaviours or actions demonstrate their emotional intelligence, and how have these contributed to their success?
14. Discuss the importance of clarity, conciseness, and professionalism in proposal writing. What tips or best practices can writers follow to ensure their proposals are well-written and persuasive?
15. Discuss the role of SWOT analysis in strategic planning and decision-making. How can organizations use the insights gained from a SWOT analysis to inform their strategies and initiatives?