

Technical Communication Skills

FINAL EXAM SYLLABUS

Chapter 1	Technical Communication in the Workplace
Chapter 6	Correspondence
Chapter 9	Technical Research
Chapter 10	Formatting Reports and Proposals
Chapter 11	Reports for Information and Analysis
Chapter 12	Proposals and White Papers
Chapter 15	Presentations
Chapter 16	The Job Search

Writing Documents:

- Types of Business Letters – Negative, Positive, Neutral, Persuasive
- Types of Informal Reports – Informative and Analysis
- Proposal (Informal)
- Part of Formal Report – Abstract, Introduction
- Job Application

Question Types:

Writing documents

Case Study Analysis

Short Answers