



SARDAR PATEL COLLEGE OF ENGINEERING

SARDAR PATEL EDUCATION CAMPUS

Subject: Effective Technical Communication
Subject Code: 3130004

Course: B.E 3rd Semester
Branches: All

ASSIGNMENT –04

Technical Writing:

1. Your company is thinking of establishing a factory in your town. You have been given the task to write a report on the suitability of the place for the establishment of this factory.
2. What is technical proposal? Discuss the various parts of a technical proposal?
3. Write the technical description of the exterior parts of a mobile that are included in a user manual.
4. As a team leader, you have successfully completed a project assigned by your company. Write a letter of appreciation to your team members by highlighting their contribution to the project.
5. Define the term agenda and minutes. Discuss their significance with reference to meeting.

Date of Display: 01/10/2019

Date of Submission: 07/10/2019

04-10-2019

X

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Subject Coordinator