ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

Early Childhood Education & Elementary Teacher Education Department

Course: English-III (6465)   **Semester: Spring,2025**
Level: B.Ed (3 Credit Hours)

Please read the following instructions for writing you assignments. (AD, BS, B.Ed, MA/MSc, Med, ODL Mode)

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its requirements.
2. Read the question carefully and the answer it according to the requirements of the question.
3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.
4. Hand written scanned assignments are not acceptable.
5. Upload you typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can't be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of the hand written assignments (in PDF format) on University LMS. The size of the file should not exceed 5MB.

Total Marks: 100   **Pass Marks: 50**

ASSIGNMENT No. 1

(Units: 1–4)

Note: Attempt all questions. All questions carry equal marks.

Q.1(a)

Define technical writing and compare it with creative writing. What are the key differences? (10)

Q.1(b)

Choose a paragraph from a travel blog or storybook. Rewrite it using a technical writing tone, keeping the meaning intact. (10)

Q.2(a)

Differentiate between primary, secondary, and tertiary audiences in technical communication with suitable examples. (10)

Q.2(b)

Select a household device (e.g., electric kettle, vacuum cleaner, or thermostat) and write one instruction for:

- A consumer support agent
- A technician
- A layperson (10)

Q.3(a)

Discuss any three consequences of unethical behavior in technical writing, especially in safety-critical industries. (10)

Q.3(b)

Analyze a fictional job advertisement or cover letter and identify language that could mislead or be considered unethical. Suggest corrections. (10)

Q.4(a)

Create an audience analysis for writing emergency exit instructions in a school for children aged 7–10. Include needs, language level, and format preference. (10)

Q.4(b)

Using the analysis above, write a short instruction sheet that would be displayed in a classroom. (10)

Q.5(a)

How does cultural background influence tone and language in technical communication? Provide examples. (10)

Q.5(b)

Write two different user guides for installing a school app:

- One for teachers new to technology
- One for the IT department (10)

ASSIGNMENT No. 2

(Units: 5–9)

Note: Attempt all questions. All questions carry equal marks.

Q.1(a)

Explain each phase of the technical writing process briefly. Why is audience analysis critical at each phase? (10)

Q.1(b)

Write a 150–200 word technical instruction on setting up a student profile in an online learning portal, applying the steps of the writing process. (10)

Q.2(a)

List and describe the structural elements of a project proposal used in technical writing. (10)

Q.2(b)

Draft a brief research proposal (about 200 words) focusing on the impact of mobile phones on classroom attention. Use standard structure. (10)

Q.3(a)

What role does documentation play in workplace safety? Explain with an example from school or factory environments. (10)

Q.3(b)

Prepare a one-page technical report on a school field trip using the appropriate format (headings, subheadings, summary, etc.). (10)

Q.4(a)

Identify and explain five common mistakes to avoid in technical writing. (10)

Q.4(b)

Choose an unclear classroom notice or instruction sheet (real or fictional). Rewrite it in a clearer, structured format. Provide both versions. (10)

Q.5(a)

Explain how charts, bullet points, and headings contribute to the effectiveness of a technical document. (10)

Q.5(b)

Design a cover page and table of contents for a technical manual titled "Digital Tools for Primary School Teachers". (10)