

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Early Childhood Education & Elementary Teacher Education Department)

WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITERS (S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHERS (S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Business Communication & Technical Writing (8302)
Level: PGD (3 Credit hours)

Semester: Spring, 2025
Total Marks: 100
Pass Marks: 50

Instructions for Assignment

1. All questions are compulsory.
2. Read each question carefully before writing and answering.
3. Read the relevant units of the study guide for writing the answer to a question and properly arrange the points for the answer.
4. You may take help from other resources such as books, websites and other online resources for writing the answer to a question.
5. You must mention the resources used for writing an answer at the end of the answer.
6. The assignment should be handwritten. Typed assignments will not be accepted.
7. Write the answer in your own words.
8. The answer to a question must contain at least 1200-1500 words.
9. Leave 2-3 lines after every answer so that the tutor may provide feedback on your answer.
10. Send each assignment separately under a postal cover.
11. You will receive your assignment back after it is checked.
12. If any part of your assignment is not marked or there is an error in the calculation of the total score of the assignment, then you may contact your tutor/regional centre for further guidance.

Assignment No.1 **(Units 1-4)**

Note: Attempt all Questions. All Questions Carry Equal Marks.

- Q. 1 Give a detailed note on the Process of Writing. (20)
- Q. 2 What are **the** factors affecting English Communication in Pakistan? (20)
- Q. 3 Describe briefly each component of Technical Writing. (20)
- Q. 4 Write a clear and concise business document supported with appropriate information graphics. (20)
- Q. 5 Write a note on an effective design for a business document. (20)

Assignment No.2 **(Units 5-9)**

Total Marks: 100
Pass Marks: 50

- Q. 1 Compare and contrast Technical and functional writing. (20)
- Q. 2 How can you make communication effective in business through non-verbal clues? Give examples (20)
- Q. 3 Discuss the process of organising a meeting in detail. (20)
- Q. 4 What are the main steps in making an effective document? Describe each. (20)
- Q. 5 How is digitisation helpful in business? Create situations where it may be used. (20)

