



ALLAMA IQBAL OPEN UNIVERSITY
Semester Terminal Exam Autumn 2020

Program /level:	BS/Graduation	Maximum Marks	100
Title /Course Code	Basics of Technical English (8504)	Pass marks	50

Instructions for Exams:

1. Attempt All Questions.
2. Write answers in your own words and avoid copying from an internet source or any book.
3. Be precise, avoid unnecessary details, answer to each question must be between 600-800 words.
4. Students are advised to upload their answer sheets/solutions on LMS portal as soon as they complete their answers and not to wait for 8:30 PM.
5. Submissions after due date & time will not be entertained. Attach undertaking with each course code which were allowed to attempt in Urdu.
6. If plagiarism found, Student may be declared fail.

Q. No.	Questions	Marks
1	Technical communication is the process of making and sharing ideas and information in the workplace as well as the set of applications such as letters, emails, and blogs that comprise the documents you write. Could you expand upon that point further?	35
2	By what reasoning did you come to that conclusion that visual aids are important to provide a graphic look to the information in technical writing? Explain your reasons with example	35
3	Throughout one's career, one has to give oral reports to explain the results of investigations, propose solutions to the problems, report on the progress of projects, make changes to policy, create business plans, etc. Which steps would you follow while preparing an effective oral presentation?	30