



ALLAMA IQBAL OPEN UNIVERSITY
Semester Terminal Exam Autumn 2020

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| Program /level: | BS/Graduation | Maximum Marks | 100 |
| Title /Course Code | English-III: Basics of Technical English (9409) | 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 all about helping the reader or user of a document to solve a problem or compel others to act or do. Could you expand upon that point further by giving the example that it is rhetorical, persuasive, purposeful, and problem-oriented? | 35 |
| 2 | Define memos and describe the major components of memos. Write a memo to inform the authorities about the problem faced by the technicians in the installation of a new equipment in your office. | 35 |
| 3 | Planning your document is one of the essentials of technical writing process. Examine different steps involved in planning stage make distinctions between them. | 30 |