Name: Anit kumar Roy
I.D: 1819440021   Batch: 44
Program: B.A English   C.code: Eng 407
C.name: Introduction to Technical Writing

Ans to the Q no:1

a) ~~Pree~~ Pre-writing and Post writing are terms used to describe two phases of the writing process.

Pre-writing: This Phase involves all the activities that take Place before the actual writing of a Piece begins. It includes brainstorming, researching, outlining and organizing ideas. Pre-writing helps writers generate and clarify their thoughts determine the Purpose and a audience of their writing and establish a Plan or Structure for their piece. Techniques such as freewriting, mind mapping and listing are commonly used during Pre-writing

(2)

to explore ideas and gather information.

* Post - writing - This phase occurs after the int
initial draft of a piece has been completed.
It involves revising, editing, and Proofreading
the writing to improve clarity, coherence,
Style, grammer, Punctuation and overall quality.
Post - writing also involves seeking feedback
from otheres, revising based on feedback and
making final adjustments before publishing or
submitting the piece.

Stages of Prewriting : The stages of Pre-
writing can vary slightly depending on the
individual writers Process and the nature
of the the writing task.

* Understanding the Writing Task : This stage involves thoroughly understanding the purpose and requirements of the writing task. Writers need to clarify the topic ore prompt, identify the target audience, determine the writing genre ore format and understand any specific guidelines ore constraints.

* Generating ideas : In this stage writers brainstorm and generate ideas related to the topic.

* Researching : If the writing task requires external information ore sources, writers may conduct research during this stage. It's important to gather relevant information that supports the main ideas of the writing.

* Organizing ideas : Once ideas have been generated and research has been conducted writers organize their thoughts and information

(A)

in a coherent structure.

* Developing a Thesis statement or main idea:

For academic writing, writers may develop a thesis statement that articulates the central argument.

* Considering Audience and Purpose: Writers consider the needs, interests and expectations of their target audience, as well as the purpose of their writing.

* Creating a Writing Plan: Based on the organization of ideas and the intended audience and purpose, writers create a detailed Plan or outline for their writing.

5

Stages of Post-writing given bellow:

* Revision:

1) Content revision:- Review the content of the writing to ensure that the main ideas are clear, logical and well-developed.

2) Organization Revision:- Evaluate the overall organization and structure of the writing.

3) Transitional Revision:- Check the transitions between Paragraphs and sections to ensure a smooth flow of ideas and coherence throughout the writing.

* Editing-

1) Sentence Level Editing:- Edit Sentence for clarity, concisness and effectiveness.

2) Style Editing:- Review the writing for style and done consistency.

4

3) Language Editing : check for spelling error typographical error and other language related issues.

* Feedback and Revision :

1) Seek Feedback : Share the writing with peeres instructores or trusted readeres to gather feed--back.

2) Incorporate Feedback : Incorporate the feedback recieved into the writing as needed.

* Final Proofreading :-

1) Proofreading - Conduct a final Proofreading of the writing to catch any remaining error.

2) Formatting - Ensure that the writing adheres to any formatting guidlines ore requirements specified for the particulare genre.

7

★ Final Review and Submission:

1) Final Review : Review, the writing one last time to ensure that all revisions, edits and edit have been made correctly.

2) Submission : Submit the final version of the writing for evaluation, publication or specific requirements or purposes.

Ans to the Q no: 2

Technical writing : Technical writing is a form of communication used to convey technical information in a clear and concise manner. It is often used in fields such as engineering science, technology, medicine and business to communicate complex concepts, processes, procedures or instructions to specific audiences. Technical writing aims to provide information that is accurate, organized and easy to understand for its intended audience which may include professionals, technicians engineers or end users - who need to perform specific tasks.

Characteristics of Technical writing :

Clarity : Technical writing aims to be clear avoiding ambiguity and unnecessary jargon.

Conciseness : Technical writing is ~~cons~~ concise and to the point, conveying information efficiently without unnecessary elaboration or redundancy.

Accuracy : Technical writing emphasizes accuracy and factual correctness, especially when discussing technical concepts.

Audience focus : Technical writing is tailored to the needs and knowledge level of its intended audience.

Organization : Technical writing is typically well- organized with information presented in a logical sequence.

Purpose- driven : Technical writing is purpose driven, serving specific goals such as infor-ming, instructing or documenting.

Overall technical writing plays a crucial ~~role~~ role in facilitating effective communication of technical information across various indus-tries.

MD. Kamal

G-605 Central Road

Dhanmondi Dhaka, 1205

Kamal7357 @ gamail.com

01319851525

05.02.2024

Customer Service Manager

Rhythm Electronics Pvt. Ltd.

27 ~~Moth~~ Motijhill

Dhaka, 1209

Dear Customer Service ~~man~~ manager,

I am writing to bring to your attention an issue I have encountered with a Product purchased from your store. I Purchased a music system, model-11G7 from your store located at Motijhil. unfortunately, I have ~~diso~~ discovered a defect in the Product that has impacted its Performance upon setting up the music system at my home and attempting to use it, I noticed one side of the system is not working Properly.

As a loyal customere of Rhythm Electronics Pvt Ltd., I'm I am dissappointed by this experience and expected better quai quality from youre Product. I believe this defect is unacceptable for a product and I am seeking a resu resolution to this matter.

I kindly request that you take the following actions

1) Provide a replacement for the defective System.

2) Arrange for the defective unit to be picked up from my residence.

I appreciate youre attention to this complaint and look forward to a swift solution.

Please contact me at (013 xxxxxxx) to discuss discuss furethere detail.

Thank you for youre prompt attention to this matter

sincerely

MD. Kamal