

**Course: English II (6465)**  
**Semester: Spring, 2021**  
**ASSIGNMENT No. 2**

**Q. 1 Discuss uses of Capitalization in Technical writing.**

Similarly, capitalize any named component of a system about which you're writing. For instance, consider these examples:

- Capitalize menu names or interface elements, such as "Help menu" if they are capitalized in the system.
- If interface elements are not capitalized in the system, do not capitalize them in documentation.
- Do not capitalize components like "mouse," "button," or "switch."
- Do capitalize labeled equipment parts in which the label on the equipment is capitalized, such as "Button A."

**Never Capitalize for Emphasis**

If you're working with subject matter experts to create the content for a document, you may have encountered the phenomenon of capitalizing for emphasis. When a subject matter expert considers something important, he or she may capitalize that word. As you're creating the final document, be sure to watch for this.

**Sometimes Capitalize Words in Acronyms**

Acronyms are very common in tech writing, and it's best practice to write out all the words in the acronym the first time you use it in a document so the reader will know what the acronym represents. However, when you write out the words, only capitalize them if they are proper nouns. For example, "International Standards Organization (ISO)" is capitalized, but "user interface (UI)" is not.

**Capitalize References Within a Document**

It's common in technical writing to reference parts of the document or other documents within a series. When you refer to these documents or parts, always capitalize them. Consider the following:

- "Based on the user needs in the Requirements document...."
- "Refer to Figure A in the Standard Operating Procedure."
- "As noted in Section 23...."

**Remember Science-Specific Capitalization Rules**

There are some specific capitalization rules for scientific topics you may need to use in technical documents. Keep technical writing tips like these in mind.

**Don't Capitalize the Elements in the Periodic Table**

Do not capitalize the names of elements even though their abbreviations are capitalized. This is a common mistake, so watch for it in source documents you may be using to create your documentation.

**Sometimes Capitalize Astronomy Terms**

Most planets, stars, and other celestial bodies are capitalized as proper nouns. However, there's an exception for those closest to earth or most common. Only capitalize "Earth," "Moon," and "Sun" if they are in a sentence with other celestial things.

## **Capitalize Parts of Scientific Names**

You should always italicize the scientific names of plants, animals, and other living things. However, capitalization rules are a little more challenging. Capitalize the phylum, genus, order, class, and family, but do not capitalize the species.

## **Only Capitalize Professional Titles Before Names**

Professional titles, such as "president," "doctor," and "professor" are common in academic and technical work. You should only capitalize these titles if they come before someone's name. For example, "President Scott Thomas" should be capitalized, but "Scott Thomas, president of the company" should not.

## **Capitalize Document and Section Titles**

Use the title capitalization rules preferred by the client or organization for whom you're creating documents. In general, the first and last words of titles should be capitalized, as well as most other words within the title. Articles, such as "the" or "an" are not capitalized unless they are the first or last word. Prepositions are usually not capitalized if they are under four letters in length.

## **Q. 2 How can you prepare CV good and effective.**

CV, known as Curriculum Vitae is a detailed profile of a person that includes the basic information, qualification, achievements, skills, and work experience. It plays a vital role in the selection of a candidate for a position in a firm. It reflects a person professionally as well as personally.

Before meeting a recruiter, your CV is the only way to communicate directly to him. Your CV leaves an impression that makes a recruiter's mind whether to meet you in person or not. A tailored CV is the best way to increase your chances of approaching the employer.

The following guidelines by Scholarships Corner would help you to make a customized CV according to your favorite place of Job or internship. Share with your friends and Good Luck!

### **Guidelines to Write an Effective CV:**

1. A candidate should include his official name, email, and address.
2. A candidate should never use a personal pronoun i.e. 'I'
3. A candidate should never mention any irrelevant information like gender until and unless the application requires.
4. A candidate should never add his or her picture that may cause any biasness until and unless the application requires.
5. A candidate should mention his or her practical achievements and skills. He or she shouldn't include any experience if he doesn't have an experience letter or certificate.
6. A candidate should avoid complex vocabulary or flowery words. He should include simple language as the recruiter judge all these professional skills.
7. A candidate should always include work experience and qualification from the latest to the oldest.
8. A candidate should review the CV for any punctuation or grammatical mistakes

9. A candidate should never add any reference until required.
10. A candidate should add his or her contact number with an international country code +92-123-1234567
11. A candidate should never add hobbies or interests in the effective CV. Don't write about your hobbies and interests, they are not inviting you to friendship.
12. A candidate should always design a CV according to the specific job, education, or internship requirements.
13. A CV should be based on a single page but it can be 2 pages as well but should not be more than that as it takes too much time to review the application that recruiters don't have.
14. A candidate should design the relevant CV according to the employer's requirements.
15. A candidate should always use PDF format for emailing CVs and Cover Letters so that page settings wouldn't be disturbed while printing.
16. A candidate should review the CVs before applying for a specific job or place and look for the keywords according to that specific job requirement. For example, a clinical Dietician professional may have used words in job skills or traineeship such as, 'counselor', 'assessment', or anthropometric measurements.

A CV must be a wholesome formula that shows your passion for work, interest in the firm, dedicated, and efficient in your field of interest. You will be assessed entirely by the recruiter from a page of the CV.

### **Q. 3 Discuss process of drafting a documents in detail.**

I describe this process in full (together with the more detailed version of the technical writing process, which you'll find) together with a smorgasbord of other content (templates, tips, insights, etc.) to help you successfully manage your own technical writing projects.

#### **STEP 1 – PLAN**

‘If you fail to plan, you plan to fail.’

All projects need to be planned – at least at some level. Whilst you don't have to go create a detailed Gantt chart for every technical writing project, it certainly helps if you answer some of the following questions before you put pen to paper. The results of this planning may be as simple as some bullet points jotted down in your notepad – or you may find that simply going through this as a mental exercise is sufficient.

When you're planning to write technical documents, you should ask yourself:

- Scope – How many documents do I need to write? What are their key characteristics? Am I going to publish them in multiple formats – if so, are there any production requirements I should be aware of?
- Timing – How long do I need to schedule for review cycles? What's the final deadline?
- Process – What are the high level steps that I need to follow to create the documents?

Along with these basic questions (which apply to almost any project – not just technical writing) there are some specific writing-related questions that you'll need to consider in your documentation project:

- Audience – who am I writing for? Do they have a sophisticated command of language? What are their education levels?

- Reviewers / Subject Matter Experts – these are the people who'll lend their technical expertise in the creation of the documents and review them for accuracy
- Existing information
- Style guide / templates
- Etc.

If you're just writing one or two documents, you won't need to spend much time on detailed planning. However if you're creating dozens, hundreds, or (heaven forbid), thousands of documents, then putting some thought into these questions up-front will save many a wasted hour later on.

In my book, Technical Writing Process, I've provided detailed explanations for activities described above. I've also provided ready-to-use templates to support the steps:

- Documentation Plan
- Documentation Timeline / Schedule
- Deliverables Matrix / Worksheet
- Status Tracker

These templates are essential for more complex projects. Even simple projects can benefit from a simple Status Tracker (in fact, that's the one essential tool I use on every single project).

## STEP 2 – STRUCTURE

A structure is the backbone of your document – the hierarchy of headings that define the logical order that it will progress. Structure is absolutely essential to successful documents, and it's something that you should develop before you start writing. A well-structured document is one that has had thought go into it beforehand, which means you're less likely to need to rehash it later on.

It's important to understand that structure isn't a straightjacket – it'll evolve and change as you write and review the document. After you publish, you may end up with a very different-looking document to the one you envisaged – that's perfectly normal and there's nothing at all wrong with it!

There are a number of common structural approaches when it comes to technical documents:

- Narrative structure – The traditional approach – intro, body, conclusion
- Process-based structure – Common in technical documentation such as procedures and user guides
- Library structure – A collection of articles on a common topic, loosely structured
- System-based structure – Describing the components of a system such as an auto manual

Whatever approach you choose, you'll need to work with your subject matter experts to understand how the structure you've developed will accomplish the purpose you've set out to do – whether it's explaining how a product works, how to carry out a procedure, presenting information in a tender or sales document, and so on.

In my book, each of these approaches is explained in detail, and I've devoted particular attention to the process-based approach as it's the norm – and best practice – in so many technical documents.

## STEP 3 – WRITE

Writing is where you convert your bare-bones table of contents and notes into a series of drafts, culminating in a draft that's ready for formal review. Contrary to popular impression, writing is only about 20-30% of the process in a well-planned document – much of the effort goes into planning, structuring, and reviewing your work. In fact, the more time you spend planning and structuring your work, the less time you're likely to spend on writing.

There are a few time-honoured (as well as some new) techniques that technical writers draw on:

- KISS (Keep It Simple, Stupid!)
- Plain English
- Five Ws (and One H)
- Inverted pyramid
- Verb-noun structure
- Active voice

These techniques will help you write better documentation – documentation that your audience finds useful, engaging and a pleasure to read. Of course, in order to apply these techniques you need to have a decent grasp of the English language.

(Sidenote: Teaching you to write isn't what a technical writing process – or my book, Technical Writing Process – is about. There are plenty of resources available if you want to improve your writing. The technical writing process is about is how to apply your writing and project management skills to the task of producing high quality documents in a way that hits the mark, resonates with your audience and achieves your deadlines.)

Writing well is one thing – but if you want to produce good documents, you'll need to engage your subject matter experts. If you're a professional writer like me, you usually rely on a subject matter expert – someone who's an expert in a particular field – to lend their technical expertise to whatever it is you're writing about.

At this stage, engaging your subject matter experts means a lot of informal one-on-one discussions – or even workshop-style if you have a large group of them. At this stage, you should be asking your experts to contribute raw material, review and / or test what you've written and so on. Remember – at this stage, it's all fairly loose and informal – the formality comes in the next step, Review.

The final part of writing is formatting and laying out your draft before you launch into the formal review process [sildentadal.com/](http://sildentadal.com/).

In my book, I discuss the Write step in detail, including the techniques described above. I also include a number of other important aspects such graphic design tips for writers and how to establish and build good working relationships with your subject matter experts.

## STEP 4 – REVIEW

I like to think of review as the polishing stage. It's where your document gets the trial by fire, so to speak, of having others formally review it, as well as undergoing another very important task – editing and proofing.

(Sidenote: Editing and proofing is in itself the topic of numerous books. In my book Technical Writing Process, I've provided a practical, no-nonsense editing model – The Seven Levels of Editing – that's suitable for technical or business documents.)

If you haven't already done so, you'll now need to define who's responsible for reviewing what (also called a Review Matrix), or validating it if you've been proactive and defined it during the planning step – which you should aim to do.

In the Review step, there are a number of discrete activities going on (depending on the type of document being written):

- Review by subject matter experts
- Testing a procedure / instruction to make sure you / a subject matter expert can follow the steps
- Peer review by a colleague
- Editing and proofing

The point of all these activities is to apply the appropriate level of quality control to ensure your document is accurate, useful, usable, and so on – in other words, good enough to publish. It's not uncommon for documents to spend most of their time in the review step – and by the end, they can be completely unrecognizable compared to how they started.

Review also involves an element of writing – documents will be reviewed, then revised. High-profile documents – the ones where it really pays to put the effort in to making sure they're perfect – will be reviewed and revised many times before they're ready to publish.

The final – and most crucial – aspect of review is sign off. This is the point where both you – as the writer – and your reviewers are satisfied that your document is in a fit state to be published to the world at large – whether that's your team, company intranet, or the entire world!

Review was my favourite chapter to write in my book Technical Writing Process, because this is where so much of the 'goodness' gets added to documents. In my book, the Review chapter features the following:

- Levels of Editing diagram – Defining the different levels of review such as proofreading, copy editing, structural editing, and so on
- Editing Checklist – A checklist that guides you through the different levels of editing
- Editing Sheet – A document that professional editors use when editing a large and complex document
- Review Log – To track the feedback received and actions taken to close each item out
- A sample Message to Review Team

I've also covered topics such as peer review and testing, as well as explaining in detail how to conduct – and get the most out of – the review process, including final sign off.

## STEP 5 – PUBLISH

Publishing can be a complicated process – or it can be extremely easy. Publication is where writers manufacture and launch the final product. This might be as straightforward as emailing an approved document to your

manager, or uploading it to a content management system or intranet. On the other hand, it might involve some fairly complicated logistics.

I've personally been involved in projects where production involved graphic design, translation into 40+ languages, production of multiple regional variations of the documentation, preparing 'docupacks' for shipping to multiple regions worldwide... this sort of thing is a real logistical feat, and it's something you should consider early on in the process – preferably whilst you're still planning a document. Steps such as graphic design, translation and print production can involve substantial time, effort and cost.

In my book, I discuss publication, covering many common tasks such as performing final checks, communicating with stakeholders, and establishing a version control system that's suitable for the majority of technical documents. It also includes discussion of more advanced scenarios such as print production and translation.

#### **Q. 4 Explain the procedure related to Bibliography writing.**

APA is the style of documentation of sources used by the American Psychological Association. This form of writing research papers is used mainly in the social sciences, like psychology, anthropology, sociology, as well as education and other fields. When working with APA there are two things to keep in mind: in-text citations and the reference page. In-text citations will use the author's name and the date within your research paper. These citations will refer back to the reference page at the end, which lists all the sources that you may have used in your research paper.

Anytime you summarize, paraphrase, or quote information from another source, like passages from books or articles in an academic journal, you are required to list within your text the author's name and the year the article was published. There are a couple of ways this can be arranged. Here are a few examples.

- Another theory came from the idea of the "matching hypothesis." This was presented by Goffman (1952), who believed that men had the tendency to choose spouses who were of similar social status. The sums of these attributes include are social skills, wealth, power, intelligence, attractiveness, and other skills that are valued in society.

With the example above, the writer puts the author's last name in the text and immediately after it puts the date in parentheses.

- In 1971 Berscheid, Dion, Walster, and Walster conducted another "computer date" dance. This time they paired similar attractive persons together for the date. An independent panel of judges assessed the attractiveness of each of the subjects.

Here, the authors' names and the date of publication are both put into the body of the text, without using parentheses.

**APA style** is a writing style and format for academic documents such as scholarly journal articles and books. It is commonly used for citing sources within the field of behavioral and social sciences. It is described in the style guide of the American Psychological Association (APA), which is titled the **Publication Manual of the**

**American Psychological Association.** The guidelines were developed to aid reading comprehension in the social and behavioral sciences, for clarity of communication, and for "word choice that best reduces bias in language". APA style is widely used, either entirely or with modifications, by hundreds of other scientific journals (including medical and other public health journals), in many textbooks, and in academia (for papers written in classes). The actual edition is its 7th revision.

The APA became involved in journal publishing in 1923. In 1929, an APA committee had a seven-page writer's guide published in the Psychological Bulletin. In 1944, a 32-page guide appeared as an article in the same journal. The first edition of the APA Publication Manual was published in 1952 as a 61-page supplement to the Psychological Bulletin, marking the beginning of a recognized "APA style". The initial edition went through two revisions: one in 1957, and one in 1967. Subsequent editions were released in 1974, 1983, 1994, 2001, 2009, and 2019.

Primarily known for the simplicity of its reference citation style, the Manual also established standards for language use that had far-reaching effects. Particularly influential were the "Guidelines for Nonsexist Language in APA Journals," first published as a modification to the 1974 edition, which provided practical alternatives to "sexist" language then in common usage. The guidelines for reducing bias in language have been updated over the years and presently provide practical guidance for writing about age, disability, gender, participation in research, race and ethnicity, sexual orientation, socioeconomic status, and intersectionality (APA, 2020, Chapter 5).

### Citing a Journal Article

No, not necessarily. Dr. Sadler, a professor in the psychology department at IUP, states that you can cite articles that will agree or disagree with your ideas. He goes on to say:

- The agreement or disagreement should be conveyed by your wording. For example, "This interpretation is consistent with findings by Smith and Jones (1999) . . ." Or, you might say, "If my prediction is confirmed, it would falsify the theory of episodic memory proposed by Tulving (1984)" Or, "A number of researchers do not agree with this view (e.g., Brown, 1993; Stevens, 1992; Treisman, 1994)."

So, not only can you use journal articles to support your ideas, but you can also use them to show that some authors do not agree with your ideas or have ideas different from yours.

### Preparing to Cite A Source

To let the reader know that a journal article is about to be cited in the body of your paper, you can use signal phrases that are appropriate for the ideas you want to express. These words include: adds, argues, claims, denies, illustrates, grants, notes, observes, suggests, etc. You could also use the standard "said."

This is expressed in the sample below:

- In an influential article, Terrace, Pettit, Sanders and Bever (1979) **argued** that the apes in the language experiments were not using language spontaneously but were merely imitating their trainers, responding to conscious or unconscious cues.

## References Page

The References page lists all the sources you have cited in your paper. The entry for a journal article should look like this:

- Berscheid, E., Dion, K. K., Walster, E., and Walster, G. W. (1971). Physical attractiveness and dating choice: A test of the matching hypothesis. *Journal of Experimental Social Psychology*, 7, 173-189.

As you can see in the example above, the authors' names appear first (last name, first name). Then the year of publication is given in parentheses. Then the title is listed (with only the first word of the title, the first word after the colon, and proper nouns capitalized). Then the name of the journal (in italics) is listed, the volume number, and finally, the pages of the article.

For a book, the entry looks like this:

- Schaller, G. B. (1993). *The Last Panda*. Chicago: University of Chicago Press.

In the example above, the author's name is listed (last name, first name), then the date, followed by the title with only the first word capitalized, the city of publication, and then the name of the publisher.

Written by Mariel Lorenz This guide for APA was adapted from: Hacker, D. (2003). *A Writer's Reference*. (5th ed.). Boston: St. Martin's. American Psychological Association. (2001). *Publication Manual of the American Psychological Association*. (5th ed.). Washington, DC: American Psychological Association. Updated January 28, 2005 by Renee Brown

## **Q. 5 How will you create the innovative Visual Aids while teaching technical writing.**

In the past, transparencies displayed with overhead projectors, posters, and flip charts were common visual aids, but these have mostly been replaced with computer technology. For many people, the term "visual aids" for presentations or speeches is synonymous with PowerPoint (often long, dry, painful PowerPoint at that), but this is just one type of visual aid. You should consider all the available options to determine what will be most effective and appropriate for your presentation. Some people chose to dress up as part of their presentation, and this can help set the tone of the speech or reinforce a specific point. A speaker may choose to wear a handmade sweater in a talk about knitting in order to inspire others to begin the hobby. Another speaker may opt for a firefighter's uniform in a speech about joining the local volunteer fire department in an effort to appeal to the respect most people have for people in uniform.

If you aren't dressing in relation to your topic, you should dress appropriately for your audience and venue. A presentation to a professional audience or at a professional conference would lend itself to appropriate business attire. If you are giving a presentation to your local Girl Scout troop, more casual clothing may be the best choice. Any time you are doing a demonstration, make sure you are dressed appropriately to give the demonstration. It is difficult for a speaker to show how to correctly put on a rock climbing harness if she is wearing a skirt the day of the presentation.

Beyond dressing appropriately for your audience and topic, the audience will make judgments about you even before your presentation begins. Your dress, mannerisms, the way you greet the audience when they are

arriving, how you are introduced, and the first words out of your mouth all impact your credibility and ability to connect with your audience. Make sure you are calm and welcoming to your audience when they arrive and greet them in a professional manner. Your credibility and professionalism suffer when the audience arrives and you are busy scrambling around attempting to finish your preparations. Objects and props, such as a bicycle helmet for a speech on bike safety or an actual sample of the product you are trying to sell, can greatly enhance your presentation. Seeing the actual item will often make it easier for your audience to understand your meaning and will help you connect with your audience on an emotional level. Props can be used as part of demonstrations (discussed below) or as a stand-alone item that you refer to in your speech.

There are several important considerations for using props in your presentation. If you have a large audience, showing the prop at the front of the venue may mean that audience members can't see the item. The alternative to this is to pass the item around, though Young and Travis advise caution in passing objects around during your speech, as most people will be seeing the object after you have moved on with your talk. Having your prop out of sync with your presentation, either as it is passed around disrupting your audience's attention or by having your prop visible when you aren't talking about it, is distracting to your audience and message. To make the most effective use of props in your presentation, carefully consider how the object will be visible to your entire audience when you are speaking about it, and make sure it is out of sight when you are not.

A demonstration can serve two different purposes in a speech. First, it can be used to "wow" the audience. Showing off the features of your new product, illustrating the catastrophic failure of a poorly tied climbing knot, or launching a cork across the room during a chemistry experiment are all ways of capturing the audience's attention. Demonstration should not be gimmicky, but should add value to your presentation. When done well, it can be the memorable moment from your speech, so make sure it reinforces the central message of your talk.

Demonstration can also be used to show how something is done. People have different learning styles, and a process demonstration can help visual learners better understand the concept being taught. Consider for a moment the difference between reading the instructions on how to perform CPR, watching someone perform CPR, and trying CPR on the training dummy. As evidenced by the huge number of online videos illustrating how to do something, there is great value in watching while you learn a new task.

If your presentation includes a process where seeing will improve understanding, consider including a demonstration. Because you have a limited time to present, make sure your demonstrations are succinct, well-rehearsed, and visible to the entire audience. Be prepared for the demonstration to fail and have a back-up plan in place. It is better to move forward with your presentation than to fret with trying to get your demonstration perfect or fixed. However, if you are providing a demonstration of your new product, make sure it is as error free as possible. If you can't be positive the product will perform as expected, it is better to skip the demonstration. If you are presenting to a small audience, around a dozen people, you may choose to use a poster rather than PowerPoint. The focus of your poster should be to support your core message and can be left behind to remind those in attendance of your presentation after you have left. Posters should look professional (e.g., not

handwritten), be visible to everyone in the room, and follow design rules covered later in this chapter. Before your presentation, you should ask whether posters must be hung or be free standing. For posters that will be hung from a wall, sturdy poster or matte boards will suffice. If your poster is going to be free standing or if you are going to use the same poster for multiple presentations, you should consider using a tri-fold display board.