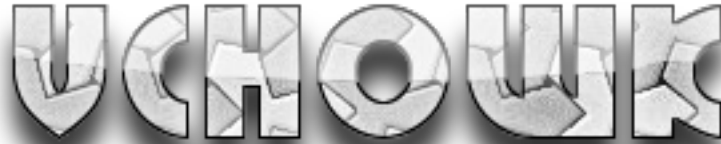


ENG201 (Business & Technical English)

Solved by Persian !

Have fun



Fall 2012

Assignment no. 01

Total Marks: 15

Objectives:

To assess students' knowledge and ability to write resumes.

Instructions

1. Late assignments will not be accepted.
2. If the file does not run properly, it will be marked zero.
3. **Plagiarism will never be tolerated. Plagiarism occurs when a student uses work done by someone else as if it was his or her own.**
4. If any assignment is found copied vu39.com work, no marks will be awarded and the case may be referred to the academics for disciplinary action.
5. **No assignment will be accepted through e-mail.**
6. The font color should be preferably black and font size should be 12 Times New Roman.

Question no 1:

(10)

Write down a resume for the job of your choice. You can adopt the format according to your job description.

Answer:

Mian Shehbaz

145 Garden Street, Faisalabad

041-1892896

Objectives : To provide with the best of my abilities as a software engineer. As I have been in industry for over a decade now. I am sure I can become a part of the team that can bring revolutions in the industry.

Education : M.S in computer science from Punjab University having a CGPA of 3.5 overall.

Computer diplomas in office management and software/hardware interactions. Data communication, computer security and system design.

Worked both full and part time while studying.

Work experience : System Analyst in Nelson & Nelson technologies (2000-2005).

Software Engineer in Nishaat techs (2003-2006).

Data Specialist in Mehboob textiles (2006-2008)

Software Engineer in vu39 Simons Softwares (2008-present)

Honors : Awarded as Software designer of the year by Government of Pakistan in 2007-08.

Simons Golden plate (2010-11)

References : Dr Shafeeq Roy → Head of Divisional Information Technology department.

Professor Israar Shah → Nelson' s College of Technology

Dr Iqra Rasool → Head of Royal University' s Computer Science Department.

Question no 2:

(5)

Compare and contrast the impromptu and extempore methods of presentation.

Answer:

Impromptu : In simple words, it asks to deliver on the spot, without having any preparation. One has to be very careful while adopting this method of presentation as it might show the audience that you care less about them if you are not comprehensive while delivering. It might also lack completeness and good organization in case you are not used to deliver presentations on the spot. In other words, you should be really good at it if you are going to adopt this method.

Extempore: On the other side, in case of Extempore method, one is aware about what he/she is going to deliver. In other words an idea/thought is planned before the speech. Though, this method requires the homework to be done before presentation but this effort surely results in quality of speech and winning the trust of audience by making them believe that you are well aware about the situations around you and them.

Final word : Summing it up, though Impromptu method saves the time which is to be consumed on preparing the speech but Extempore method surely provides the user with more comfort and ensures the good quality of presentation.