

ENCS 282 – Summer II 2013

1. (25%) Write a complete Mechanism Description of the object you were given (a duotang or spiral binder)
2. (25%) Write a set of instructions on how to use the mechanism from the previous question according to the format learnt in class.
3. (15%) You want to get your mechanism onto store shelves of Staples. Write a letter of introduction to the CEO John Francis, 2589 St Catherine West, Montreal Quebec, H2Y 2N4, according to the format learned in class.

Short Answers

4. (5%) Describe two attributes of technical writers. Explain.
5. (10%) Suppose you were asked to write a report about green planes. How would you use CLUES and Google Scholar in your research? What sorts of documents would you get from each?
6. (10%) In class we discussed ethical points that engineers and computer scientists need to consider. Several of them related to technical writing. Identify those and explain their implications on your career.
7. (10%) Using a table, describe the organizational structure of; lab reports, research reports, feasibility reports, and progress reports.

Your welcome!!

