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Technical Writing and Presentation
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<div align="center">Module 7 Assignment</div>

1. Do exercise 3.7 at this link. Use what you learned in the module to correctly create and label the visuals.

Figure 1.0 - Pie chart that is showing the percent of students who feel these stages of writing are difficult

**Survey of students from 3 sections of ENGR240**
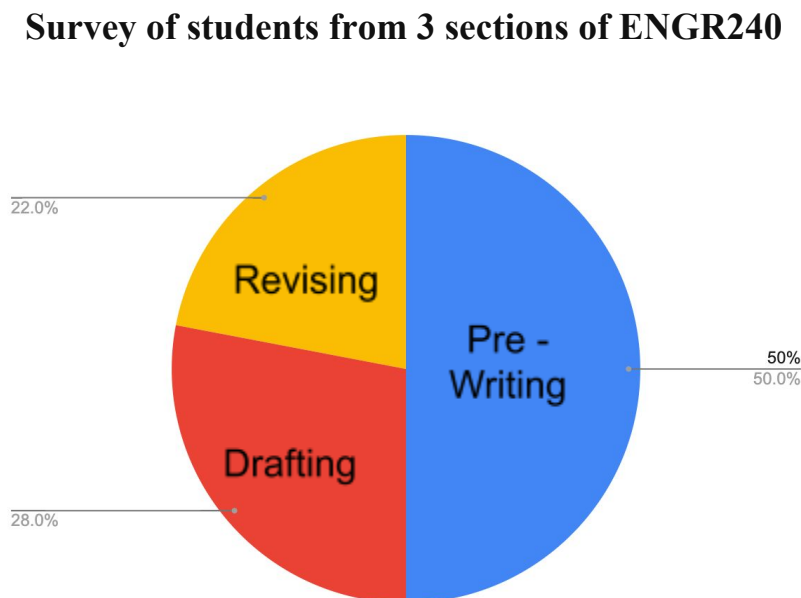
I chose to use a pie chart when displaying the information given in the question because it seemed like the most logical chart to use when showing percentages since the entire pie makes up 100%. The pros of using this chart is, it is easy to understand from just a few seconds of looking at it, and it gets to the point very quickly. This easily shows 50% of students found the pre-writing difficult, 28% found the drafting difficult, and lastly 22% found revising difficult.

With all these pros there are also some cons, these are it is a vague description of the topic, and that some students are not visual learners so this pie chart will not help them.

Visual #2

Survey of Students Difficulties in Writing
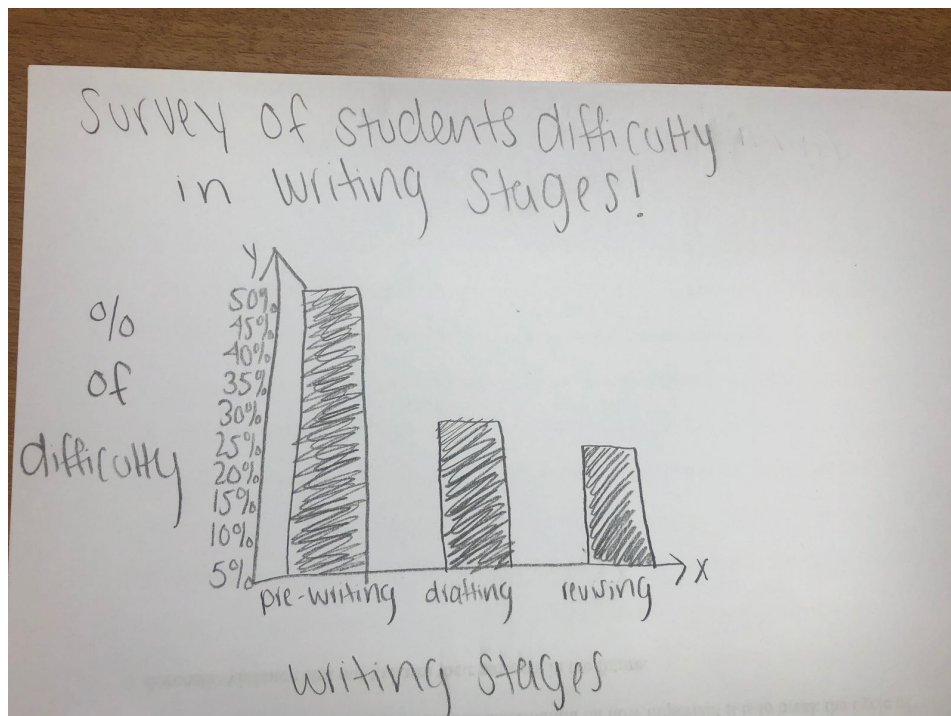
I chose to use a bar graph as another way to explain the scenario given in the problem. I feel a bar graph represents in information the most because it is visually appealing, and most people know how to read bar graphs so they will quickly grasp the point. Some downsides of a bar graph is it only shows one specific point in time, as well as it can be hard for people who aren't visual learners to understand what I am trying to explain with this visual.

2. Respond to exercise 3.3 at this link.

There are many issues with this graphic the first is that their header does not stand out. The list is not in a parallel structure. The heading also has not description and is missing an introductory statement. To fix this I would personally put a title that looks like this, "5 Types of Lists", in bold and a larger font. Next issue is for number one when the writer used the "tab" button before they wrote "Bullet list", they should not have tabbed and also should have written "Bulleted list". The issue with number two is that they did not capitalize the first letter "N", and the writer also

put a period at the end and that is not necessary. The issue with number three is that it is not an example of a list, it gives a suggestion? Should not be there. The problem with four is that they did not capitalize the "n" in nested, and they also make the document look messy with actually entering a nested list in the example. The issue with the fifth is they capitalized both words first letter.

3. Find a paragraph that follows the "general to specific" organizational strategy. Copy and paste it below and explain in one sentence how you know it follows the identified strategy. (Your example can be essentially anything—from something you read on the web, something you have written for a class, etc.)

    "Writing is a complex sociocognitive process involving the construction of recorded messages on paper or some other material, and, more recently, on a computer screen. The skills needed to write range from making the appropriate graphic marks, through utilizing the resources of the chosen language, to anticipating the reactions of the intended readers. The first skill area involves acquiring a writing system, which may be alphabetic (as in European languages) or non alphabetic (as in many Asian languages). The second skill area requires selecting the appropriate grammar and vocabulary to form acceptable sentences and then arranging them in paragraphs. Third, writing involves thinking about the purpose of the text to be composed and about its possible effects on the intended readership. One important aspect of this last feature is the choice of a suitable style. Because of these characteristics, writing is not an innate natural ability like speaking but has to be acquired through years of training or schooling" (Swales & Feak, 1994, p. 34).

    I know this is a general to specific paragraph example because the first sentence is a general statement, the second sentence gives details and examples, and the end goes into detail about a specific feature.

4. Find a paragraph that follows the "more important to less important" organizational strategy. Copy and paste it below and explain in one sentence how you know it follows the identified strategy.

    "Across six states of the interior west, over 17,500,000 acres of forest and lands are infested by bark beetles. The infestation is growing at an estimated 600,000 acres a year with the potential to affect the majority of our Western Pine, fir and spruce forests. It is estimated that 100,000 beetle-killed trees are currently falling daily, posing a serious health and safety threat to forest visitors, residents, and employees. The epidemic is also causing unprecedented environmental impacts."

I know this is a writing style that uses a "more important to less important" organizational strategy because they start off with details that are not really important and move into all the unprecedented environmental impacts that are the main issue of the paragraph.

5. Find an example of a document that demonstrates poor document design. Explain at least 4 problems with the document design and suggest how it could be improved. You must use language/concepts from the module. Be sure to link to the document or attach it somehow.
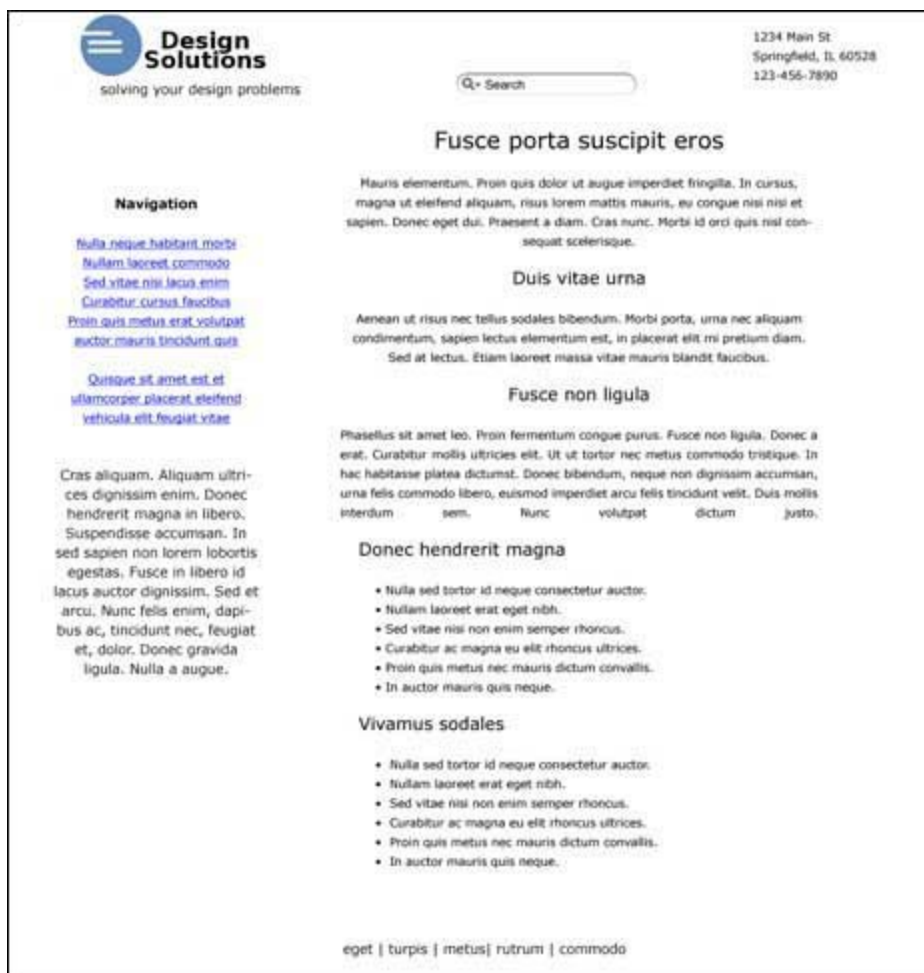
There are many issues with this document design, the first being that there is no contrast with color on this document as most of the font is black or blue. This is a difficult document to read and hard on the eyes. The header is not at the top, and not bolded to stand out. This document also uses no form of an advanced organizer which would help.

The lists in this document especially the hyperlinks on the left should be bulleted or numbered to make it easier to see. They could have used many different charts to display the information, but they only used paragraphs. Another thing that could have helped this document is visuals that pertain to the information. The paragraph structure is not aligned and the font is too small to read. I would change the alignment on this document by inserting everything into three columns and left align the text. I could improve this document with contrast, correct alignment, a bolded header, charts, and visuals.