

Technical Communication Center

Technical Writing & Communication Tips, Trends & Tutorials by Ugur Akinci, Ph.D.

Dear Prospective “Power English 101” Student,

Thank you for your interest in POWER ENGLISH 101, one of the best of its kind available anywhere — online or face-to-face.

Here is a little appetizer, a taste of things to come in this course.

We hope you enjoy it.

To your success!

Prof. Connie Balcher

Triple Crown Communications

<http://www.triplecrowncom.com>

Dr. Ugur Akinci

Technical Communication Center

<http://www.technicalcommunicationcenter.com>

P.S. If you chose to enroll in our online course, you will receive the following before the first class begins on **March 28, 2011**:

- Password
- Web address for the class
- Supplementary information to enrich the course
- Suggestions for maximizing your benefits

Please do not hesitate to contact us with any question you may have.

SAMPLE EXERCISES

How good is your grammar?

1. What's the difference between i.e. and e.g.?
2. Can you begin a sentence with "but?"
3. What's the difference between shall and will?
4. Should the names of the seasons be capitalized?

Proofread and revise the following memo:

To: Jim Smith
From: Connie Balcher
Date: July 25, 2010
Subject: New Vacation Schedule

Because everyone in the Department try to take vacations at Christmas time, we are left understaffed at a busy time of the year. This effects the efficiency of the department and makes it impossible to close the books before the end of the year report.

Next year there are a requirement that every employee should request vacation by their seniority with only 5 allowed to vacation at Christmas. By seperating vacation times, we can avoid the understaffing problem and still allows alot of flexibility in scheduling

Proofread and Edit the following Procedural Task Description:

- 1) Close the following high-voltage switches really well:
 - a. XR4
 - b. AX3.
 - c. The circuit slightly to the right of XR4
- 2) Completes Step 1 only and only AFTER making sure Fuse-A is replaced with the high-voltage model Fuse-AHV
- 3) For more questions please consults the System User Manual.
- 4) Have you gotten the proper authorization from your manager before you started this procedure?
- 5) PRW module could be connected to GRF modulator by using HRCG wire harness.
- 6) As the figure below shows beyond any reason of doubt, Gauge-Z now should be within appropriate limits:



We will go over these and much more on the first day of class.