

ENG201

1. **Writing Persuasive Messages:** This is the process of writing messages that aim to convince the reader to agree with your opinion or take a certain action. Examples include writing advertisements or persuasive emails.
2. **Writing Short Reports:** This refers to creating brief reports that summarize information or findings, typically focusing on one topic and keeping the content concise.
3. **Planning Long Reports:** This is the process of organizing and outlining what to include in a detailed, long report. It involves deciding on structure, sections, and the information that needs to be covered.
4. **Writing Long Reports:** This is the process of writing detailed reports that may involve research, analysis, and comprehensive information. They are usually broken into sections like introduction, findings, conclusions, etc.
5. **General Reports:** These are reports that provide information or analysis on a specific topic but are not highly detailed. They might summarize findings or provide an overview of a situation.
6. **Empirical Research Report:** This type of report presents findings based on actual research or experiments, often involving data collection and analysis to support conclusions.
7. **Feasibility Reports:** These reports evaluate whether a project or plan is practical and possible. They help in deciding whether a proposed idea should be pursued.
8. **Progress Reports:** These reports update the reader on the current status of a project or task, including what has been accomplished, what is still needed, and any challenges faced.
9. **Proposals:** A proposal is a written suggestion or plan put forward to solve a problem, introduce an idea, or request funding. It outlines what will be done, how, and why it's a good idea.
10. **Instructions:** Instructions are written guidelines or steps that explain how to do something. They provide clear, easy-to-follow directions for tasks or processes.
11. **Using Visual Aids:** This involves using pictures, graphs, charts, or other visual elements to support and enhance the understanding of written or spoken information.
12. **Creating Twelve Types of Visual Aids:** This refers to designing different kinds of visuals (like charts, diagrams, infographics, etc.) to help explain or highlight information clearly and effectively.
13. **Writing Specifications and Analysis Reports:** These reports focus on explaining the details or specifications of a product, process, or service, as well as analyzing how well it meets certain criteria or standards.
14. **How to Avoid Common Writing Problems:** This teaches how to avoid frequent writing mistakes, such as unclear writing, grammar errors, or poorly structured arguments.
15. **Language Review:** This is the process of revisiting and correcting language use in your writing, including reviewing grammar, word choice, and style for clarity and accuracy.

16. **Language Review: Sentences:** This specifically focuses on reviewing and improving sentence structure, ensuring sentences are clear, well-formed, and grammatically correct.
17. **Language Review: Punctuation:** This part of language review focuses on correcting punctuation errors, such as missing commas, incorrect use of periods, or improperly used quotation marks.
18. **Language Review: Mechanics:** This includes checking the mechanical aspects of writing, such as spelling, capitalization, and correct use of numbers and abbreviations.
19. **Listening and Interviewing:** This refers to the skills of actively listening and asking good questions during an interview to gather important information.
20. **Planning and Conducting Interviews:** This involves preparing for an interview by organizing questions, setting goals, and conducting the interview in a way that gets useful, relevant information.
21. **Giving Speeches and Oral Presentations:** This is about preparing and delivering effective spoken presentations, often in front of an audience, to inform, persuade, or explain something clearly.
22. **Review Written Communication:** This means reviewing and editing written communication, such as emails, reports, or letters, to ensure that it is clear, accurate, and well-written.

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Compilation