

## UNIT 3 DESCRIPTION OF A PROCESS/PRODUCT

### 3.1 LISTENING TO CLASSROOM LECTURES

The following strategies help make listening at lectures more effective and learning more fun.

- Get your mind in the right space.
- Get yourself in the right space.
- Eliminate distractions.
- Look for signals.
- Listen for what is not being said.
- Sort the information.
- Take notes.
- Ask questions.

### LISTENING TO A PRODUCT DESCRIPTION

Description is a common factor in all technical writings. When a thing/device is described the following points are to be remembered.

- Use accurate and precise terminology.
- Use impersonal and objective style.
- Use visuals to describe.
- Give the general definition and then go to the specific.
- Give mechanism at rest (i.e. describe the physical appearance) and then in operation (its working).
- Give the advantages and disadvantages from the utility point.