



English 3

Technical Report writing

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Q (1) What is an abstract, explain in detail?

Ans :

Abstract :

The word abstract comes from the Latin abstractum, which means a condensed form of a longer piece of writing. There are two main types of abstract:

- (1) Descriptive abstract.
- (2) Informative abstract.

Why do we write abstracts

Abstracts are important parts of reports and research papers and sometimes academic assignments. The abstract is often the last item that you write, but the first thing people read when they want to have a quick overview of the whole paper. We suggest you leave writing the abstract to the end, because you will have a clearer picture of all your findings and conclusions.

How do I write an abstract

1. First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.
2. Next read these sentences again to ensure that they cover the major points in your paper.
3. Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.
4. Check the word length and further reduce your words if necessary by cutting out unnecessary words or rewriting some of the sentences into a single, more succinct sentence.
5. Edit for flow and expression.

A good Abstract

Uses one well-developed paragraph that is coherent and concise, and is able to stand alone as a unit of information

Descriptive abstracts

Descriptive abstracts are generally used for humanities and social science papers or psychology essays. This type of abstract is usually very short (50-100 words). Most descriptive abstracts have certain key parts in common. They are:

- background
- purpose
- particular interest/focus of paper
- overview of contents (not always included)

Informative abstracts

Informative abstracts are generally used for science, engineering or psychology reports. You must get the essence of what your report is about, usually in about 200 words. Most informative abstracts also have key parts in common. Each of these parts might consist of 1-2 sentences. The parts include:

- background
 - aim or purpose of research
 - method used
 - findings/results
 - conclusion
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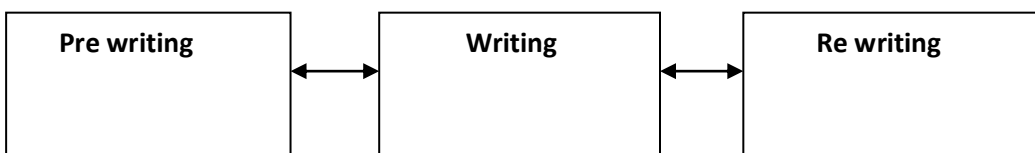
Q (2) Explain the process of technical report writing?

Ans :

Technical report writing:-

Process

There are three stages of technical report writing process which are given below.



Pre writing:

Examine your purpose. Determine your goals. Consider your audience. Gather your data. Determine how the content will be provided

Writing:

Organize the draft according to some logical sequence that your readers can follow easily. Format the content to allow for ease of access.

Re Writing:

Improve your writing. Revising, editing, proof reading.

Technical writing is closely related to the description of a product. The main strategy followed in technical writing is to clearly explain the steps to accomplish the task in such a way that any person will be able to do it.

Technical writing mainly consists of user manual preparation that contains detailed working and properties of an equipment or product. Other types of technical writings include business letters, memos, product descriptions, warning labels and, to some extent, editorial letters.

The purpose of technical writing is to describe the working of a product or steps involved in a process

Technical writers are able to convert complex technical terms into simple language that can be understood by all. Technical writers can specialize in a particular area like medical writing, software writing, etc.

Q 03:- What is Library, also explain the rules of library?

Ans :

Library :

The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials are stored.

Definition :

A library is a place, where documents containing knowledge and information are stored technically and scientifically processed, properly preserved and made easily available to the users when warranted without loss of time. The library is also sometimes referred to as the "memory of human race".

Types of libraries :

- (i) Public Libraries,
- (ii) Academic Libraries
- (iii) Special Libraries
- (iv) National Libraries
- (v) Contact Libraries

Rules of library :

Some rule and regulation of library is given below.

Any materials leaving the library must be properly borrowed

Books in the Reference Section, Serials or Reserved Units may not be removed from the library.

It is an offence to keep materials (books) beyond the date specified for return.

Penalties (fine) will be charged for over-due books.

Returned books must be delivered at the Loans' Desk

All consulted books must be left on the Reading Tables.

No Readers may enter any part of the library marked 'Private or Work-room' unless by permission.

Any person who is suspected to be security risk may be ordered out of the library.

Indecent dressing will not be allowed into the library.

The use of naked light is not allowed in the library

Marking or underlining of library books is not allowed

Briefcases, luggage, umbrella, camera etc are not allowed into the library

Smoking, eating etc is not allowed in the library

Pets must not be brought into the library

Silence must be maintained in and around the library

Only registered users are allowed to use the library resources

Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.

The use of cell phone is prohibited in the library

Reservation of seat in the library is prohibited

