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Note: Attempt all the Questions. All questions carry equal marks.

(Question 1) What are the Objectives for Report writing, explain in detail?

Answer

Technical writing refers to any writing that deals with a specialized area usually in science or industry. Because technical writing usually deals with an object, a process, or an abstract idea, the language is utilitarian, stressing accuracy rather than style. The tone is objective: the technical content, not the author's voice, is the focal point. The purpose is to accurately transmit technical information.

Following are some of the objectives of report writing.

Logical

Papers usually have an Introduction, Data section, Analysis section, Results section and a Conclusion. Organization is important for clarity.

Accurate

Since the goal is to transmit technical information, the facts, theories and observations should be correct. Base our conclusions only on facts not assumptions. Readers make scientific decisions based on data presented. The results of good scientific work can be obscured by reports that are full of inaccuracies.

Consistent

Capitalization, units of measure, use of abbreviations, punctuation and rules of grammar should be correct and consistent.

Inconsistencies in technical writing will confuse the reader and convince them that the scientific work being presented is as sloppy as your writing. The goal is to produce a document that is written by an educated, literate person.

Clear

- Keep the writing short and simple. Use small words not big ones. Keep sentences, paragraphs and sections short. Limit each paragraph or section to one central idea.
- Active voice is preferable to passive voice and uses fewer words.
- Avoid technical jargon. Some terminology is necessary and valid. But too much makes the writing incomprehensible.
- Technical writers need to consider their audience. Since a single document maybe read by a wide variety of individuals, write so that the most non-technical reader can understand it.

Grammatical Correct

Misspelled words and sloppy grammar point to authors who are lazy and uncaring about their work.

Persuasive

The document should offer clear, objective presentation of the facts that support your ideas, opinions and recommendations.

Interesting

If a document is going to be read, it has to keep the readers interest.

(Question 2) Write down the format for Research Proposal?

Answer

- Title
- Introduction
- Statement of the problem
- Literature Review
- Hypotheses
- Work Plan
- Methodology
- Research Design
- Population and sampling
- References

Title

The title should be Precise and accurate, Unambiguous and we should avoid extremely long titles.

Introduction

Its aim is to orient the readers towards the topic while explain the importance and relevance of the topic. It justifies the choice of the topic.

Statement of the problem

The problem statement describes the context for the study and it also identifies the general analysis approach. It should indicate what the researcher needs to do and what will be its relevance.

Literature Review

It shares the reader the results of other studies that are closely related to the study being reported. It also prevents the duplication

of work that has been done before. It consists a theoretical framework and provides a summary.

Hypotheses

Hypotheses supports the literature and data. Using schematic figures and diagrams to help reviewer understand our model and idea. Its general objective is to state what researcher expects to achieve by the study in general terms.

Work Plan

Include the major phases of the project, estimate when we will start each stage of the work and how long will it take, sequencing flow and timeline of the study.

Methodology

- Subjective
Interviews, questionnaires, discussions and surveys.
- Objective
Experimental, use of measuring device, use of recording devices.

Research Design

It includes descriptive case study, mix methods, quantitative and qualitative method designs.

Population and sampling

It indicates our sampling techniques, cluster random sampling, size of sample, population, experimental and control groups, prevent of bias.

References

Listing all references cited in the proposal, the references should be up to date, relevant and from an organic source

(Question 3) Elaborate the process of Technical Report Writing?

The writing process has three stages

- Pre-Writing
- Writing
- Rewriting

Pre writing

- a) Examine your purpose
- b) Determine your goals
- c) Consider your audience
- d) Gather your data
- e) Determine how the content will be provided

There are two different motives

- **External Motivation**

If someone asks you to write

- **Internal Motivation**

If you write on your own

Reason for communicating

- a. Persuade an audience
- b. Instruct an audience
- c. Inform an audience of facts, concerns, or questions
- d. Build trust by managing work relationships.

Type of audience are we addressing in our communication

- a) Management
- b) Sub ordinates
- c) Co workers
- d) Customer
- e) Multi-cultural group of individuals

Decide what we have to say

- a. Brainstorming/Listing
- b. Mind Mapping
- c. Answering the reporters' questions
- d. Researching
- e. Outlining
- f. Organizational Charts

Writing

Organization

Organize the draft according to some logical sequence that your readers can follow easily.

Formatting

Format the content to allow for ease of access.

Rewriting

- Revising
- Editing
- Proof reading

Revision

- a. Review higher-order concerns:
- b. Clear communication of ideas
- c. Organization of paper
- d. Paragraph structure
- e. Strong introduction and conclusion

(Question 4) What are Footnotes and Endnotes, explain in detail?

Footnote

It is the additional information found at the bottom of the current page in a document. Superscript numbers are used in both the document and the footnote to help reader match the text to the supplemental information at the bottom.

Advantages of using footnotes:

- Easy to locate. readers can find footnotes at the end of the page.
- Guides readers directly and instantly to the citation or the idea related to the specific part of information.
- Footnotes are included automatically when printing specific pages.
- Does not take time to find the note at the back of the paper to link the footnote to the subject of the text.
- Readers can quickly look down the end of the page to find the extra information or identify a source.

Disadvantages of using footnotes:

- Using too many footnotes in one page may clutter the page and make it difficult to read.
- Adding a lot of information in one footnote may dominate the page and distract readers from the main subject.
- If there are multiple columns, charts, or tables, short footnotes will be lost and need to be moved to another place.

Endnote

It is similar, but they are only found at the end of a document and contain reference information about quoted material.

Advantages of using Endnotes:

- Endnotes are not distracting as footnotes because endnotes are usually located in a separate part of the paper.
- Readers can check all detailed and supplementary information in one located section of the paper.
- Readers can read all the notes at once.
- Endnotes do not clutter up the page.

Disadvantages of using Endnotes:

- Readers must go to another part or section to get detailed information this could be distracting.
- Using endnotes can be confusing sometimes if there are different chapters. readers might need to remember chapter numbers and the endnote number to be able to find the correct endnote.
- Endnotes may carry a negative connotation much like the proverbial "fine print" or some hidden disclaimers in advertising.

(Question 5) Define and differentiate Academic and Technical writing?

Academic writing

Is relatively complex because most of the academic papers are tied to a specific discipline or study area. Unlike many would think, this type of writing is done in the business and computer sector also, and today these are the two main sectors for academic writing. Scholarly articles and textbooks in either of these sectors will contain a lot of detail. Each technical area will have specialized terminologies that are not known to a normal person.

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.

Difference between academic writing and technical writing

- The purpose of academic writing is to represent the result obtained from one's academic research. However, in some cases, it is also used to show some one's point of view about a topic.
- Academic papers are often read by research scholars or academic professionals who are interested in that particular area.
- Academic writing jobs are mainly for professionals who already know the research and academic responsibilities. Academic writers can be expert in a particular domain like physics, mathematics, etc.

- The purpose of technical writing is to describe the working of a product or steps involved in a process.
- Technical writing mainly is intended for the normal layman or government inspectors who need to know the task followed by a particular company.
- 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.**