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**MODULE: SEMESTER-VI**

**Course: English-III(Technical Report Writing)**

**Program: BS (SE)**

**Instructor: Naeem-Ullah-Kaka-Khel**

**Examination: Midterm Assignment**

**Total Marks: 30**

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

**ANSWER(1) :**

**DEFINITION:**

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.
- The type of abstract you write depends on your discipline area.

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.

## **DESCRIPTIVE ABSTRACT:**

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 ABSTRACT:**

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

Abstract Covers the following academic elements:

Background

Purpose and focus

Methods

Results (also called 'findings')

Conclusions

Recommendations(implications not always relevant)

Summarizes briefly the whole paper including the conclusions.

**Q (2) Explain the process of technical report writing?**

### **TECHNICAL REPORT WRITING:**

It can help writers to

- > organize their thoughts.
- > avoid frustration.
- > use their time productively and efficiently

REPORT WRITING PROCESS IS DIVIDED INTO THREE PARTS :

- ❑ PRE – WRITING
- ❑ WRITING
- ❑ RE- WRITING

## **Pre-Writing :**

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

## **Examine your purpose:**

Why are you communicating ?

### **External Motivation:**

- If someone asks you to write

### **Internal Motivation:**

- If you write on your own

## **Determine Your GOALS:**

What is your reason for communicating?

- > Persuade an audience
- > Instruct an audience
- > Inform an audience of facts, concerns, or questions
- > Build trust by managing work relationships.

## **Consider Your Audience :**

What type of audience are you addressing in your communication?

- >Management
- >Sub ordinates
- >Co workers
- >Customer
- >Multi cultural group of individuals

## **Gather your data:**

Decide what you have to say

- ▣ Brainstorming/Listing
- ▣ Mind Mapping
- ▣ Answering the reporters questions
- ▣ Researching

## **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.

## **RE-WRITING :**

- > Revising
- > Editing
- > Proof reading

## **Revising:**

- > Clear communication of ideas
  - > Organization of paper
- > Paragraph structure
- > Strong introduction and conclusion

**Q (3) What is Library, also explain the rules of library?**

## **LIBRARY:**

The modern definition of 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".

Library is a fountainhead of information and knowledge. It can be compared to a giant brain that remembers all that the scientists, the historians, the poets, the philosophers, and other great intellectual have thought and learned. In short a library is a place where the experience and expertise of the past can meet the needs of the present.

### **Types of Libraries:**

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

## **RULES OF LIBRARY :**

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 offense 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
- Book mutilation, pilfering, theft are all prohibited

**THE END**