PAPER: ENGLISH |||

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Q 1:

1. **Decision Making Tool:** Today's complex business organizations require thousands of information. A Reports provide the required information a large number of important decisions in business or any other area are taken on the basis of information presented in the reports. This is one of the great importance of report.
2. **Investigation:** Whenever there is any problem, a committee or commission or study group investigates the problem to find out the reason behind the problem and present the findings with or without the recommendation in the form of a report. It is another importance of report.
3. **Evaluation:** Large scale organizations are engaged in multidimensional activities. It is not possible for a single top executive to keep personal watch on what others are doing. So, the executive depends on reports to evaluate the performance of various departments or units.
4. **Quick Location:** There is no denying the fact that business executives need information for quick decision-making. As top executives are found to be busy for various purposes), they need vital sources of information. Such sources can be business reports.
5. **Development of skill:** Report writing skill develops the power of designing, organization coordination, judgment and communication.
6. **Neutral presentation of facts**: Facts are required to be presented in a neutral way; such presentation is ensured through a report as it investigates, explains and evaluates any fact independently.
7. **Professional Advancement**: Report also plays a major role in professional achievement. For promotion to the rank and file position, satisfactory job performance is enough to help a person. But for promotion to high level position, intellectual ability is highly required. Such ability can be expressed through the report submitted to higher authority.
8. **Proper Control:** Whether activities are happening according to plan or not is expressed through a report. So, controlling activities are implemented based on the information of a report.

9. **A managerial Tool:** Various reports make activities easy for the managers. For planning, organizing, coordinating, motivating and controlling, manager needs help from a report which acts as a source of information.
10. **Encountering Advance and Complex Situation:** In a large business organization, there is always some sort of labor problems which may bring complex situations. To tackle that situation, managers take the help of a report.

Q 2:

How long should my research proposal be?

It should be 2,000–3,500 words (4-7 pages) long.

What should be included in my research proposal?

Your proposal should include the following:

1. TITLE ☐ Your title should give a clear indication of your proposed research approach or key question

2. BACKGROUND AND RATIONALE

You should include:

- the background and issues of your proposed research
- identify your discipline
- a short literature review
- a summary of key debates and developments in the field

3. RESEARCH QUESTION(S)

You should formulate these clearly, giving an explanation as to what problems and issues are to be explored and why they are worth exploring

4. RESEARCH METHODOLOGY

You should provide an outline of:

- the theoretical resources to be drawn on
- the research approach (theoretical framework)
- the research methods appropriate for the proposed research
- a discussion of advantages as well as limits of particular approaches and methods

5. PLAN OF WORK & TIME SCHEDULE

You should include an outline of the various stages and corresponding time lines for developing and implementing the research, including writing up your thesis.

For full-time study your research should be completed within three years, with writing up completed in the fourth year of registration.

For part-time study your research should be completed within six years, with writing up completed by the eighth year.

6. BIBLIOGRAPHY

You should include:

- a list of references to key articles and texts discussed within your research proposal □ a selection of sources appropriate to the proposed rese.
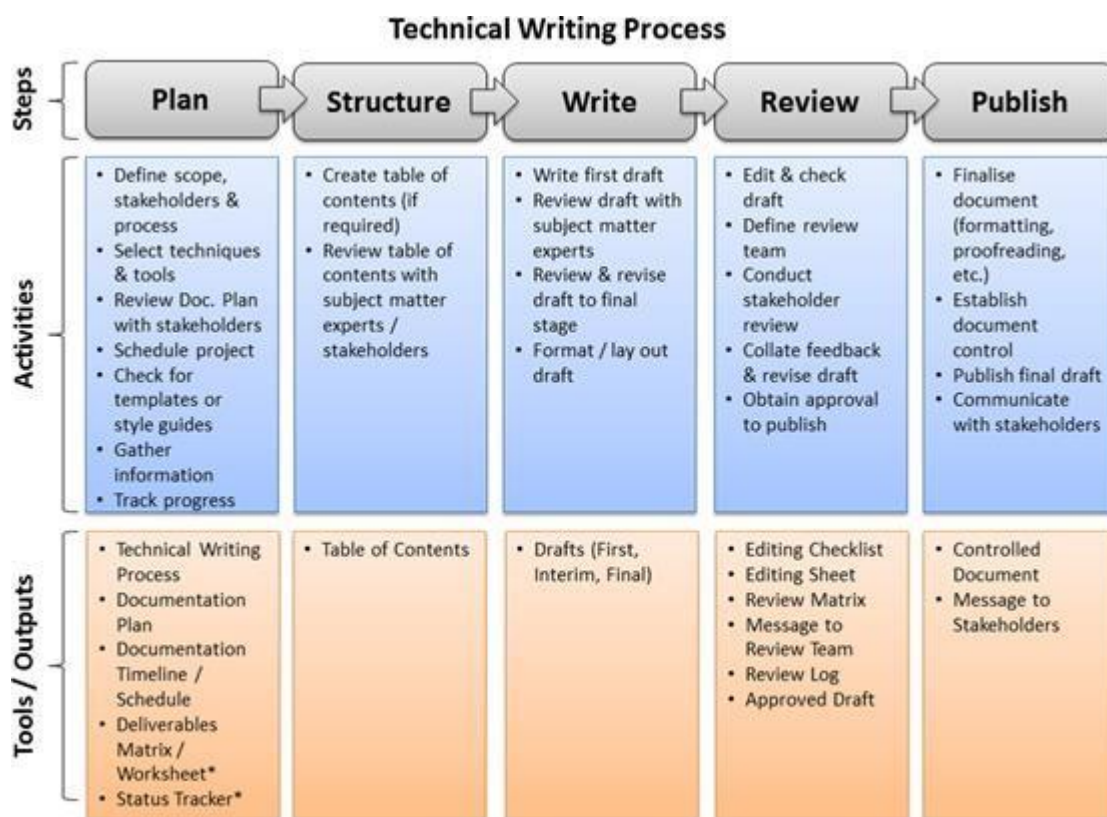
Q 3:

The Technical Writing Process

Just like any other business activity, technical writing can be boiled down to a *process* – a set of high-level steps. These five steps are *Plan, Structure, Write, Review* and *Publish.* These high-level steps are the common elements in virtually every technical writing project – really in any *business* writing project – big or small.

Of course, I'm not saying that all technical writing jobs are the same… as any practising writer will tell you, they certainly aren't! However, in my experience every writer goes through these five high-level steps – even if we're not conscious of it. Sometimes when we're just muddling through on a job – or an experienced writer operating on autopilot – *we still go through these steps.*

It helps to keep the five steps in mind when you're writing technical documents, so you can mentally 'tick off' your progress as you go – and understand what's yet to be done. I've

provided a breakdown of each of these five steps below – this is a good place to start if you're interested in understanding more about the Technical Writing Process, or just want a 'quick and dirty' definition.

Technical Writing Process

Steps	Plan	Structure	Write	Review	Publish
Activities	• Define scope, stakeholders & process • Select techniques & tools • Review Doc. Plan with stakeholders • Schedule project • Check for templates or style guides • Gather information • Track progress	• Create table of contents (if required) • Review table of contents with subject matter experts / stakeholders	• Write first draft • Review draft with subject matter experts • Review & revise draft to final stage • Format / lay out draft	• Edit & check draft • Define review team • Conduct stakeholder review • Collate feedback & revise draft • Obtain approval to publish	• Finalise document (formatting, proofreading, etc.) • Establish document control • Publish final draft • Communicate with stakeholders
Tools / Outputs	• Technical Writing Process • Documentation Plan • Documentation Timeline / Schedule • Deliverables Matrix / Worksheet* • Status Tracker*	• Table of Contents	• Drafts (First, Interim, Final)	• Editing Checklist • Editing Sheet • Review Matrix • Message to Review Team • Review Log • Approved Draft	• Controlled Document • Message to Stakeholders

*For projects with multiple deliverables

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Q 4:

Definition

Endnote
Note citing a particular source or making a brief explanatory comment placed at the end of a research paper and arranged sequentially in relation to where the reference appears in the paper.

Footnote
Note citing a particular source or making a brief explanatory comment placed at the bottom of a page corresponding to the item cited in the corresponding text above.

Both footnotes and endnotes are common writing tool features implemented when using various citation styles. They provide writers with a clear method in directing the reader to further information on the research topic and additional citations. Though the terms are sometimes used interchangeably, footnotes and endnotes have a few key differences.

The most obvious difference between footnotes and endnotes is the placement of each within a paper. Footnotes are found at the bottom of a page (i.e. in the footer) and endnotes are located at the end of a complete document, or sometimes at the end of a chapter or section.

While the content in footnotes and endnotes can look the same, they serve different functions. Footnotes are used as a citation vehicle for a short citation, while endnotes can contain more text without compromising the format of the paper. They each also typically use a different numbering system, which allows the reader to determine where they should look for the additional information (either in the footer of the page, or at the end of the document).

APA format only uses parenthetical citations/reference list. MLA format can have footnotes and/or endnotes, but more commonly uses parenthetical citations and work cited. Chicago format almost always has footnotes or endnotes.

Both footnotes and endnotes tend to be supplemented by a bibliography or works cited page, which displays the complete citation of each source the writer cited in each footnote and endnote throughout their paper. Depending on the citation style, the footnote/endnote entry provides more specific location information than the entry in the bibliography. For instance, when citing a whole book in Chicago Manual of Style, the page number of the cited information is contained in the footnote, whereas this localized information is omitted from that source's entry in the bibliography.

Q 5:

Academic writing is a form of writing that is used in academic disciplines. This includes both the natural sciences as well as the social sciences. Scholars use academic writing for many reasons. They can use it to present the findings of a new research that they conducted or even to present a new point of view. The target audience of academic writing is usually scholars that belong to a particular discipline.

For academic writing, the writer uses a special jargon. If you go through journal articles, research papers, dissertations, you will notice that not only the jargon but even the style of writing is quite different to what we see every day because the style is very impersonal. You can also notice intertextuality, or else the quoting of previous works to support or oppose certain arguments. Developing the ability to write academic articles is not an easy task, it requires an extensive knowledge of the subject as well as excellent writing skills.

What is Technical Writing?

Technical writing is a form of writing that is mostly used in technical disciplines such as engineering, computer technology, electronics, etc. The purpose of technical writing is to inform the reader in an effective and concise manner. Nowadays, the term technical communication is used extensively to refer to technical writing as it encompasses the assistance provided to the user or reader to accomplish a particular goal through information.

Since information can often be difficult to comprehend, one of the main objectives of the writer is to simplify the information for the user. Technical writing can appear in many forms such as manuals, proposals, resumes, reports, websites, descriptions, etc.