

Final term paper: Technical Report Writing



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Course: **Technical Report Writing**

Date: **22-6-2020**

Q 1:- What are the Objectives for Report writing, explain in detail?

Ans:-The five major stages of report preparation are

- 1) Gathering the data (or developing the theory)
- 2) Analyzing and sorting the results ;
- 3) Outlining the report
- 4) Writing the rough draft
- 5) Revising the rough draft

Objective for report writing:-

Following are the objective for report writing

1) Differentiate between a report and an essay as two distinct forms of written communication. And both report and essay are different from each other. The purpose of a **report** is to convey specific information to provide the reader with information. The purpose of an **essay** is to show how well you have understood the question and are able to answer it.

2) Whenever there is any problem, a study group or commission investigate the problem to find out the reason behind the problem and present the finding with or without the recommendation in the form of a report. Know the forms and methods of investigation (Research). Because there are different forms and methods of research.

3) Know the various types of reports and their essential elements. Make sure your report contains all the right elements. Every report should have the following sections:

- | | | |
|-------------|--------------------|-----------------|
| >Title Page | >Table of contents | >introduction |
| >discussion | >conclusion | >recommendation |
| >Reference | >Appendices | |

4) Learn how to write both long and short formal reports in a clear objective style and appropriate layout. A short report and a long report are two major forms of report classification based on the length and formality of the report. A long report is never possible to be complete in a page or two. A short report is very short in size. Subject of the long report are not routine type. A short report deals with the routing matters.

5) Write abstracts and summaries, introductions, conclusions and recommendations.

6) Develop skills in organizing and outlining.

7) Understand the role and use of graphics in reports. Using graphics in the report make it easy for the readers

Q 02:- Write down the format for Research Proposal?

Ans:-

→ Research: The systematic investigation into and the study of material and sources in order to establish fact and reach new conclusion.

→ Proposal: A plan or suggestion, especially a formal or written one, put forward for consideration by others.

Definition of research proposal:-

A research proposal is a document written by a researcher that provide a detail description of the proposed program .

Format of research proposal:-

→ The answer to the question, “What is research proposal format?” is simple. It begins with the description, which is basically a one or two page summary, or overview, written in such a way that someone not familiar with the subject matter can still understand it. They need to be able to understand the methods about which you are writing as well as the goals of your research. Your research proposal is not the place for jargon. The layman is generally not going to understand what any of those things mean, so you need to keep your writing as clean as possible. You will have to repeat some of the description’s information later in your proposal yourself, but that is expected and rest assured that you will not be faulted for it.

→ The second section of your **research proposal** is the introduction. It begins with the **literature review**, which again needs to be written in such a way that anyone will know what you are trying to say. The review itself contains background information – clinical, scientific; basically whatever applies to the subject of your paper. It is a place where you will discuss literature which has already been published, specifically as it applies to your research proposal.

→ The next subsection under the introduction heading is the rationale, which is just a short section including your hypothesis. It does not need to be longer than a page, and sometimes a paragraph is sufficient. The rationale needs to contain several important elements

→ The third second of the proposal is the research design. In this section, you generally need a narrative about your project, you need to justify all methods you will be using, and you often need a flow chart.

→ When thinking about **what is research proposal** format, you also have to consider the elements that may seem less important but are actually quite necessary. These sections include the cover page, the timeline, the units needed for the project, and all references.

Elements of research proposal:-

The Research Proposal and Report

- General
- Style, layout, and page formatting
- Outline of the chapters and sections
- Chapter I – Introduction
 - > Introductory paragraphs
 - > Statement of the problem
 - Purpose
 - >Significance of the study
 - > Research questions and/or hypotheses
- Chapter II - Background
 - >Literature review
 - >Definition of terms
- Chapter III – Methodology

- >Restate purpose and research questions or null hypotheses
- > Population and sampling
- > Instrumentation (include copy in appendix)

- > Procedure and time frame
- >Analysis plan (state critical alpha level and type of statistical tests)
 - >Validity and reliability
 - >Assumptions
 - >Scope and limitations

- Chapter IV - Results

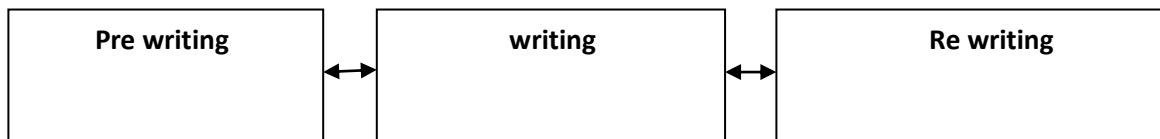
Chapter V - Conclusions and Recommendations

- >Summary (of what you did and found)
- >Discussion (explanation of findings - why do you think you found what you did?)
- >Recommendations (based on your findings)

Q 03:- Elaborate the process of Technical Report Writing?

Ans 03:-Technical report writing:-

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.

How to write good technical Report:-

Following are the main steps when used as a result give us good technical report.

1)Logical:- Papers usually have an Introduction, Data section, Analysis section, Results section and a Conclusion. Organization is important for clarity.

2)Accurate:- Since the goal is to transmit technical information, the facts, theories and observations should be correct. Base your conclusions only on facts not assumptions. Readers make scientific decisions based on data presented.

3)Consistence:- 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.

4)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.

5)Grammatically correct:- Misspelled words and sloppy grammar point to authors who are lazy and uncaring about their work.

6) Concise:-People are extremely busy. Concise writing is easier and less time consuming to read. Your words should be precise and well organized. Get to the point quickly, and stick to it. State the problem clearly, analyze the problem, and summarize the results.

7) Interesting:-If a document is going to be read, it has to keep the readers interest.

The five major stages of report preparation are

1. Gathering the data (or developing the theory).
2. Analyzing and sorting the results.
3. Outlining the report.
4. Writing the rough draft .
5. Revising the rough draft.

Q 04:- What are Footnotes and Endnotes, explain in detail?

Ans: **Footnotes**:-A footnote is additional information found at the bottom of the current page in a document. Superscript number are used in both the document and the footnote to help reader match the text to the supplemental information at the bottom.

Endnotes:-An endnote is similar, but they are only found at the end of document and contain in reference information about quoted material.

EXPLAIN:-

Both footnotes and endnotes are common writing tool features implemented when using various citation styles. They provide writers with a clear method of directing the reader to further information on the research topic and additional citations.

Including additional information

Expanding a thought

Providing background information

Giving your reader further sources they can explore

It's important to note that foot- and endnotes can also be used instead of in-text citations, i.e., instead of placing the author(s) and publication year in parenthesis for a reference. This means that if you used footnotes, you wouldn't include a reference list at the end of your work because you included the references within the writing. And with endnotes, you would have an "Endnotes" (or "Notes") page instead

Difference and similarities:-

➔ The main difference between footnotes and endnotes is:

Footnotes appear at the bottom (or foot) of the page in which the reference was made.

Whereas endnotes appear at the end of a piece of work, or a chapter, on a separate page entitled "Endnotes" or simply "Notes". This section is included before your references or bibliography page.

➔ In terms of similarities, both are signified in the text by a superscript Arabic number, and the numbers are ordered sequentially, e.g.,

If you wanted to add some additional information at the end of this sentence, this foot- or endnote would be numbered as one.¹ Then, you might want to add some

more supplementary information here,2 so the next foot- or endnote would be numbered two. The foot- or endnote number corresponds to the relevant content

Advantages and disadvantages of footnotes and endnotes:-

Advantages:

1)Footnotes:- A reader only has to look at the bottom of the page to find the corresponding footnote. You don't need to include a separate section

2)Endnotes:- As they're located in a separate section, they're not as distracting as footnotes. Your reader can easily look over all supplementary material as it's in one space.

Disadvantages:-

1)Footnotes:- If you include a few footnotes on one page, it can make the page appear cluttered. In fact, if the footnote is particularly long, it can take up more space than the main text

2)Endnotes:- A reader has to go to a different page to access the endnote. They can be more confusing to use if you have different chapters

Q 05:-Define and differentiate Academic and Technical writing?

Ans 05:-**Academic writing**:- is the process of breaking down ideas and using deductive reasoning, formal voice and third person point-of-view. It is about what you think and what evidence has contributed to that thinking. 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.

Technical writing:- technical writing is a type of writing where the author is writing about a particular subject that requires direction, instruction, or explanation. 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.

Difference between academic writing technical writing:-

>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.

>There are very important differences between academic and technical writing. A good academic writer may not be a good technical writer and vice versa.

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

2) 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

3) 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.

4) The targeted audience is different in both cases. Academic papers are often read by research scholars or academic professionals who are interested in that particular area. Technical writing mainly is intended for the normal layman or government inspectors who need to know the task followed by a particular company.

THE END
