***SUBJECT :*** ENGLISH -III

***ID #6908***

***DEGREE # BS SE***

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

### Abstract

 An abstract is a very concise statement of the major elements of your research project. It states the purpose, methods, and findings of your research project. ...  Position: usually at the beginning of the paper (but it can appear elsewhere, e.g. in book of abstracts or on-line).

1. [2.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-2-638.jpg?cb=1491499927" \o " Definition Qualities of abstract Types Descriptive..." \t "https://www.slideshare.net/wardaaziz1/_blank) Definition
2.  Qualities of abstract
3.  Types  Descriptive  Informative  Comparison between descriptive and informative abstract  Analysis of informative abstract  Who writes it  Purpose of writing abstract  who reads it
4. What to include and what to not 
5. what makes a good abstract
6. [3.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-3-638.jpg?cb=1491499927" \o " A short, self-contained, powerful summaryof a research a..." \t "https://www.slideshare.net/wardaaziz1/_blank) A short, self-contained, powerful summary of a research article, paper or thesis.  it is the first impression of the document.  Does not contain Vague statements .
7. [5.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-5-638.jpg?cb=1491499927" \o "Two types…DescriptiveInformative " \t "https://www.slideshare.net/wardaaziz1/_blank)Two types… 
8. Descriptive
9. Informative
10. [6.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-6-638.jpg?cb=1491499927" \o "comprises:What the text is about.The issues or problems..." \t "https://www.slideshare.net/wardaaziz1/_blank)comprises: What the text is about. The issues or problems explored . The purpose and methodology of the research.
11. [7.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-7-638.jpg?cb=1491499927" \o "comprises:What the text is about.The issues or problems..." \t "https://www.slideshare.net/wardaaziz1/_blank)comprises: What the text is about. The issues or problems explored . The purpose and methodology of the research. The result. The conclusion and recommendations.
12. [8.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-8-638.jpg?cb=1491499927" \o "DescriptiveWritten before theprojectEmphasis is placed o..." \t "https://www.slideshare.net/wardaaziz1/_blank)Descriptive Written before the project Emphasis is placed on the problems and methods. Used for humanities and social science papers Informative Written after a project has been completed. Emphasis is placed on the result and conclusion of project Used for science engineering or psychology reports
13. [9.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-9-638.jpg?cb=1491499927" \o " Intro to the purpose of paperThis part gives a brief ind..." \t "https://www.slideshare.net/wardaaziz1/_blank) Intro to the purpose of paper This part gives a brief indication of author’s intention or thesis.  Describe methodology The author gives information on data procedures or methods used.  Summarize the result The author mentions his observations and findings.  Presenting conclusion
14. [10.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-10-638.jpg?cb=1491499927" \o " The author of the paper; having first handknowledge. P..." \t "https://www.slideshare.net/wardaaziz1/_blank) The author of the paper; having first hand knowledge.  Professional writers , who abstract books and articles for a wide audience.
15. [11.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-11-638.jpg?cb=1491499927" \o "To persuade the reader to see the full text.To help read..." \t "https://www.slideshare.net/wardaaziz1/_blank)To persuade the reader to see the full text. To help readers decide if the article is relevant or not . To answer a call of paper in a conference . To make it possible for your piece of research to appear in online publication database .
16. [12.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-12-638.jpg?cb=1491499927" \o " Same field professionals , lookingfor further informatio..." \t "https://www.slideshare.net/wardaaziz1/_blank) Same field professionals , looking for further information.  Teachers having to evaluate future specialist’s achievements.  Students charting research in a given area.
17. [13.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-13-638.jpg?cb=1491499927" \o " Reasons of writing Problem Methodologyan abstract of..." \t "https://www.slideshare.net/wardaaziz1/_blank) Reasons of writing  Problem  Methodology an abstract of scientific work may include specific models or approaches used in larger study. Other abstracts may describes the type of evidence used in the research.  Results  Implications What changes should be implemented as a result of the findings of the work?? How does this work add to the body of the knowledge on the topic.  Author’s contribution  what the author did  How he did it  Founding of author  Conclusion
18. [14.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-14-638.jpg?cb=1491499927" \o " Fake information Reference to other work Quotations..." \t "https://www.slideshare.net/wardaaziz1/_blank) Fake information  Reference to other work  Quotations  Lengthy explanations  Unexplained abbreviations  Tables and maps  donot include bibliography or citations
19. [15.](https://image.slidesharecdn.com/abstractwritting-170406172540/95/abstract-writting-15-638.jpg?cb=1491499927" \o " Use only one well-developed abstract that is coherentand..." \t "https://www.slideshare.net/wardaaziz1/_blank) Use only one well-developed abstract that is coherent and concise.  Covers all the essential academic elements .  Do not include referencing.  In publications , it is found at the beginning of the text, but tin academic assignments it is placed on a separate preliminary page.  "A good quality abstract should accurately reflect the purpose and content of your project

**============================================**

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

Why do you need a writing process?

It can help writers to

-->organize their thoughts.

-->avoid frustration.

-->use their time productively and efficiently.

**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

-->Outlining

-->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.

**Re Writing**

-->Revising

-->Editing

-->Proof reading

**Revising**

Review higher-order concerns:

-->Clear communication of ideas

-->Organization of paper

-->Paragraph structure

-->Strong introduction and conclusion

=======================================

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

a building or room containing collections of books, periodicals, and sometimes films and recorded music for use or borrowing by the public or the members of an institution.

The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials are stored. According to the Oxford English Dictionary "Library is a building, room or set of rooms, containing a collection of books for the use for the public or of some particular portion of it, or of the members of some society, or the like; a public institution or establishment, charged with the care of a collection of books, and the duty of rendering the books accessible to those who required to use them".

**Some of the rules and regulations are:**

1. 1. 10 Library Rules
2. [2.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-2-638.jpg?cb=1442200323" \o "Rule #1Use a Level 0-1 VoiceQuiet! " \t "https://www.slideshare.net/bmarches/_blank)Rule #1 Use a Level 0-1 Voice Quiet!
3. [3.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-3-638.jpg?cb=1442200323" \o "Rule #2Use a Shelf Marker× " \t "https://www.slideshare.net/bmarches/_blank)Rule #2 Use a Shelf Marker ×
4. [4.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-4-638.jpg?cb=1442200323" \o "Rule #3Turn the pages from the topcorner " \t "https://www.slideshare.net/bmarches/_blank)Rule #3 Turn the pages from the top corner
5. [5.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-5-638.jpg?cb=1442200323" \o "Rule #4Wash your hands beforetouching a book " \t "https://www.slideshare.net/bmarches/_blank)Rule #4 Wash your hands before touching a book
6. [6.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-6-638.jpg?cb=1442200323" \o "Rule #5Walk in the library. " \t "https://www.slideshare.net/bmarches/_blank)Rule #5 Walk in the library.
7. [7.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-7-638.jpg?cb=1442200323" \o "Return books on time. What isyour letter day? " \t "https://www.slideshare.net/bmarches/_blank)Return books on time. What is your letter day?
8. [8.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-8-638.jpg?cb=1442200323" \o "Rule #7Never eat or drink whilereading " \t "https://www.slideshare.net/bmarches/_blank)Rule #7 Never eat or drink while reading
9. [9.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-9-638.jpg?cb=1442200323" \o "Rule #8 Keep books dryWaterbottlesoutside " \t "https://www.slideshare.net/bmarches/_blank)Rule #8 Keep books dry Waterbottles outside
10. [10.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-10-638.jpg?cb=1442200323" \o "Rule #9Use a bookmark " \t "https://www.slideshare.net/bmarches/_blank)Rule #9 Use a bookmark
11. [11.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-11-638.jpg?cb=1442200323" \o "Rule #10Keep books away from babiesand pets " \t "https://www.slideshare.net/bmarches/_blank)Rule #10 Keep books away from babies and pets
12. [12.](https://image.slidesharecdn.com/libraryrules2013-130826142051-phpapp02-150914030946-lva1-app6892/95/10-library-rules-12-638.jpg?cb=1442200323" \o "Rule #11Do not write or draw in books " \t "https://www.slideshare.net/bmarches/_blank)Rule #11 Do not write or draw in books
13. s’ Desk
14. All consulted books must be left on the Reading Tables.
15. No Readers may enter any part of the library marked ‘Private or Work-room’ unless by permission.
16. Any person who is suspected to be security risk may be ordered out of the library.
17. Indecent dressing will not be allowed into the library.
18. The use of naked light is not allowed in the library
19. Marking or underlining of library books is not allowed
20. Briefcases, luggage, umbrella, camera etc are not allowed into the library
21. Smoking, eating etc is not allowed in the library
22. Pets must not be brought into the library
23. Silence must be maintained in and around the library
24. Only registered users are allowed to use the library resources