Assignment

ENGLISH-III(TECHNICAL REPORT WRITING)

TO SIR NAEEM KAKA KHEL

FROM MUHAMMAD SOHAIL

BS SOFTWARE ENGINEERING

SEMESTER.   6TH

ID.   14071

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Q.1:-Define and explain Abstract and Conclusion in Technical writing, also explain on what basis we differentiate abstract and conclusion?

Ans:- Abstract:- An Abstract is a summary of the whole technical report. It's sometimes called the 'Summary' or the 'Executive Summary'. It comes right at the beginning of a report, on its own page, and usually after the Title page. Because the Abstract is a summary of the whole report, it's also the last thing you will write.

The Abstract tells the reader the main points about your technical project. Imagine the workplace - if someone is very busy, they may not have time to read the full report. They may also not have a technical background. The Abstract gives them an overview and can help them decide which specific sections to focus on. Plus, if the reader is looking for particular information, the Abstract tells them if the report includes that information or not. Finally, if the reader is faced with a pile of reports, the Abstract helps them decide which ones to read.This all saves the reader both time and effort.

Writing concisely

Effective Abstracts are concise, i.e. they should not include any

unnecessary words. If you write a clear and informative

Abstract, your report is more likely to be read. This is good for

you, as your work will become known. It's actually quite difficult to write concisely- people who are new to the task often find it a challenge to distil their entire report into a few sentences. with practice, though, you can develop this skill.

So how do I write an abstract?

Your abstract should answer the following key questions

Why?

How?

So what?

This means you should focus on:

The problem (why?)

The solution (How?)

The impact (so what?)

The abstract should only include the headlines of your report I.e key information about the following:

Background of your project (why you did it / why the project was necessary

Aim(s) of your experiment / research project (what you actually did (your procedure or expermental method)

What you found (your results)

What your results mean (your conclusion)

Any recommendations and/ or special considerations for the future (implications)

Abstract often follow this order as it is the same order as the information in the main report.

'key' information means the most important information. Depending on your project, 'implications' and 'limitations' may be optional. Your decision to include or exclude them depends on how important you think they are.

The abstract should be self- contained i.e. can be read and understood without needing to refer to other documents.

The abstract should not include:

Graphs or tables

Pictures or equations

Abbreviation, acronyms or jargon

How many paragraphs should I write?

Different companies and organisation can have different preferences but two or there paragraphs is common.

Paragraph 1: why? Join your answer to question 1-4 into a couple of sentences so they make sense.

Paragraph 2: How? Join your answer to question 5-7 into two or three sentences so they make sense.

Paragraph 3: so what? Join your answer to question 8 & 9 into a sentences so they make sense.

Conclusions:- A conclusions summarize the report as a whole, drawing inferences from the entire process about what has been found, or decided, and the impact of those findings or decisions.

A conclusion implies a summary of the main points that you report in the body, what decision you came. Use words to show that you are concluding your work to prepare readers that you're about to finish. The conclusion should be short and concise. But the main idea is to cover every question that a reader may ask.

Conclusion is to write a summary of the main points in the body of your report and wrap it up. In conclusion, you also need to use words that suggest you are concluding your work to prepare the reader psychological, that you are about to finish.

Reports that are primarily analytical usually require conclusions. These are sometimes combined with recommendations. Proposal often use conclusions to provide a final word to the readers (i.e. the potential donors) because having an impact at the end of the proposal is important. You can also improve executive summaries and large sections of major reports by including conclusions. With some long reports, a conclusion may take up an entire section or chapter of the report. In class like this, you will often also see conclusions for each chapter.

The conclusion enables you to reinforce the main messages of the document. A conclusion summarize the report as a whole, drawing inferences from the entire process about what had been found, or decided, and the impact of those findings or decisions..

Even in a short report, it is useful to include a conclusion. A conclusion demonstrates good organization. When written well, it can help make the reader's task easier. With a good conclusion , you can pull all the threads of the report datails

Together and relate them to the initial purpose for writing the report. In other words, the conclusion should confirm for the reader that the report's purpose has been achieved.

The function of your paper's conclusion is to restate the main argument. It reminds the reader of the strengths of your main argument (s) and reiterates the most important evidence supporting those argument (s) ….. Make sure, however , that your conclusion is not simply a repetitive summary of the findings.

Basis we differentiate Abstract and conclusion:

Abstract: The abstract is written for the potentially interested reader. While writing it, keep in mind that most reader read the abstract before they read the paper (sounds obvious, but many abstract read like the authors did not consider this) The abstract should give an impression of what the paper will be about. Do not use be jargon or any abbreviations here. It should be understandable for non – specialist and even for people from fields somehow far away. Abstract it's a short note that express the contents of the work.

Conclusion: The conclusion should conclude the paper and is written for the reader who already has read the paper. In other words: most readers have read the paper when they read the conclusion. Again , this sound obvious but, again, a lot of conclusion do not read like this.. it does not make sense to write a conclusion like'' we have shown this and that by using this and that method'' . Well this is what the reader has just read (and what she can or he could do with the newly acquired knowledge . Answer the question '' so what?''. Conclusion it's a statement reached by the researcher based on finding in the research.