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PAPER : **Technical Report Writing**

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Q.1: What is an abstract, explain in detail?

ANS : An abstract is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. When used, an abstract always appears at the beginning of a manuscript or typescript, acting as the point-of-entry for any given academic paper or patent application. Abstracting and indexing services for various academic disciplines are aimed at compiling a body of literature for that particular subject.

Two main types of abstract:

(1) Descriptive abstract:

The descriptive abstract, also known as the limited abstract or the indicative abstract, provides a description of what the paper covers without delving into its substance. A descriptive abstract is akin to a table of contents in paragraph form. Most descriptive abstracts have certain key parts in common. They are:
background
purpose
particular interest/focus of paper
overview of contents (not always included)

(2) **Informative abstract** :

The informative abstract, also known as the complete abstract, is a compendious summary of a paper's substance and its background, purpose, methodology, results, and conclusion.Usually between 100 and 200 words, the informative abstract summarizes the paper's structure, its major topics and key points.A format for scientific short reports that is similar to an informative abstract has been proposed in recent years.Informative abstracts may be viewed as standalone documents.

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

WHY DO WE WRITE ABSTRACTS:

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.

HOW DO I WRITE AN ABSTRACT :

First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.

Next read these sentences again to ensure that they cover the major points in your paper.

Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.

Check the word length and further reduce your words if necessary by cutting out unnecessary words or rewriting some of the sentences into a single, more succinct sentence.
Edit for flow and expression

WHAT MAKE A GOOD ABSTRACT:

Uses one well-developed paragraph that is coherent and concise, and is able to stand alone as a unit of information .

Covers all the essential academic elements of the full-length paper, namely the background, purpose, focus, methods, results and conclusions .

Contains no information not included in the paper is written in plain English and is understandable to a wider audience, as well as to your discipline-specific audience.

often uses passive structures in order to report on findings, focusing on the issues rather than people .

uses the language of the original paper, often in a more simplified form for the more general reader

usually does not include any referencing .

In publications such as journals, it is found at the beginning of the text, while in academic assignments, it is placed on a separate preliminary page.

Q.2 :Explain the process of technical report writing?

ANS: Technical report is a document that describes the progress, process, or results of scientific or technical research. It also can include some recommendations and conclusions. Technical reports may be considered as grey literature because they rarely undergo comprehensive independent peer review before publication**.**

Technical Report Elements

A typical technical report consists of the following elements:

The title page

The introduction

Experimental details

Results and discussions

The body

Conclusion

The conclusion may include:

-Recommendations

-Reference

-Bibliography

-Acknowledgments

-Appendices

How to write a technical report :

A technical report doesn't differ much from other types of technical documents. First steps are the same — learn your audience, goals of the technical report, what recourses (articles, blogs) can help you write a good report, and so on.

 How best to present your report :

 A presentation is important part of the final outlook of your work. So, what do you need to do:

Write a script. Your report should be printed on an A4 paper on one side. It should not be hand-written because it's not accepted.

You should number those pages that contain the content, so, a title page and a summary are exceptions.

Staple your report at the top left; if a report is too long, you should bind it.

Formatting: usually the font size is 12, style is Times New Roman, the spacing is 1.5 or 2.

Q.3: What is Library, also explain the rules of library?

ANS : LIBRARY: -

A place in which literary, musical, artistic, or reference materials (such as books, manuscripts, recordings, or films) are kept for use but not for sale.

A collection of such materials.

Types

Academic libraries:- Academic libraries are generally located on college and university campuses and primarily serve the students and faculty of that and other academic institutions. Some academic libraries, especially those at public institutions, are accessible to members of the general public in whole or in part.

Children's libraries :- Children's libraries are special collections of books intended for juvenile readers and usually kept in separate rooms of general public libraries. Some children's libraries have entire floors or wings dedicated to them in bigger libraries while smaller ones may have a separate room or area for children.

National libraries :- A national or state library serves as a national repository of information, and has the right of legal deposit, which is a legal requirement that publishers in the country need to deposit a copy of each publication with the library. Unlike a public library, a national library rarely allows citizens to borrow books. Often, their collections include numerous rare, valuable, or significant works

Public lending libraries :- A public library provides services to the general public. If the library is part of a countywide library system, citizens with an active library card from around that county can use the library branches associated with the library system. A library can serve only their city, however, if they are not a member of the county public library system.

Reference libraries :- A reference library does not lend books and other items; instead, they can only be read at the library itself. Typically, such libraries are used for research purposes, for example at a university. Some items at reference libraries may be historical and even unique. Many lending libraries contain a "reference section", which holds books, such as dictionaries, which are common reference books, and are therefore not lent out

Research libraries :- A research library is a collection of materials on one or more subjects.[19] A research library supports scholarly or scientific research and will generally include primary as well as secondary sources; it will maintain permanent collections and attempt to provide access to all necessary materials.

Digital libraries :- Digital libraries are libraries that house digital resources. They are defined as an organization and not a service that provide access to digital works, have a preservation responsibility to

provide future access to materials, and provides these items easily and affordably

    Special libraries :- All other libraries fall into the "special library" category. Many private businesses and public organizations, including hospitals, churches, museums, research laboratories, law firms, and many government departments and agencies, maintain their own libraries for the use of their employees in doing specialized research related to their work.