



Final-Term – Semester Assignment

- Subject : English-III
- Submitted To : Sir Naeem Ullah Kaka Khel
- Submitted by : Umair ul mulk
- Degree : BS(SE)
- ID # 14136
- Semester : 6th
- Date : 22/06/2020

Question 1

What are the Objectives for Report writing, explain in detail?

Ans: Technical writing refers to any writing that deals with a specialized area usually in science or industry. Because technical writing usually deals with an object, a process, or an abstract idea, the language is utilitarian, stressing accuracy rather than style. The tone is objective: the technical content, not the author's voice, is the focal point. The purpose is to accurately transmit technical information.

Following are some of the objectives of report writing.

Logical

Papers usually have an Introduction, Data section, Analysis section, Results section and a Conclusion. Organization is important for clarity.

Accurate

Since the goal is to transmit technical information, the facts, theories and observations should be correct. Base our conclusions only on facts not assumptions. Readers make scientific decisions based on data presented. The results of good scientific work can be obscured by reports that are full of inaccuracies.

Consistent

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. The goal is to produce a document that is written by an educated, literate person.

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. Some terminology is necessary and valid. But too much makes the writing incomprehensible.
- Technical writers need to consider their audience. Since a single document maybe read by a wide variety of individuals, write so that the most non-technical reader can understand it.

Grammatical Correct

Misspelled words and sloppy grammar point to authors who are lazy and uncaring about their work.

Persuasive

The document should offer clear, objective presentation of the facts that support your ideas, opinions and recommendations.

Interesting

If a document is going to be read, it has to keep the readers interest.

(Question 2) Write down the format for Research Proposal?

Answer

- Title
- Introduction
- Statement of the problem
- Literature Review
- Hypotheses
- Work Plan
- Methodology
- Research Design
- Population and sampling
- References

Title

The title should be Precise and accurate, Unambiguous and we should avoid extremely long titles.

Introduction

Its aim is to orient the readers towards the topic while explain the importance and relevance of the topic. It justifies the choice of the topic.

Statement of the problem

The problem statement describes the context for the study and it also identifies the general analysis approach. It should indicate what the researcher needs to do and what will be its relevance.

Literature Review

It shares the reader the results of other studies that are closely related to the study being reported. It also prevents the duplication of work that has been done before. It consists a theoretical framework and provides a summary.

Hypotheses

Hypotheses supports the literature and data. Using schematic figures and diagrams to help reviewer understand our model and idea. Its general objective is to state what researcher expects to achieve by the study in general terms.

Work Plan

Include the major phases of the project, estimate when we will start each stage of the work and how long will it take, sequencing flow and timeline of the study.

Methodology

- Subjective
Interviews, questionnaires, discussions and surveys.
- Objective
Experimental, use of measuring device, use of recording devices.

Research Design

It includes descriptive case study, mix methods, quantitative and qualitative method designs.

Population and sampling

It indicates our sampling techniques, cluster random sampling, size of sample, population, experimental and control groups, prevent of bias.

References

Listing all references cited in the proposal, the references should be up to date, relevant and from an organic source

page formatting

Title page

All text on the title page is centered vertically and horizontally. The title page has no page number and it is not counted in any page numbering.

Page layout

Left margin: 1½"

Right margin: 1"

Top margin: 1"

Bottom margin: 1"

Page numbering

Pages are numbered at the top right. There should be 1" of white space from the top of the page number to the top of the paper. Numeric page numbering begins with the first page of Chapter 1 (although a page number is not placed on page 1).

Spacing and justification

All pages are single sided. Text is double-spaced, except for long quotations and the bibliography (which are single-spaced). There is one blank line between a section heading and the text that follows it. Do not right-justify text. Use ragged-right.

Font face and size

Any easily readable font is acceptable. The font should be 10 points or larger. Generally, the same font must be used throughout the manuscript, except 1) tables and graphs may use a different font, and 2) chapter titles and section headings may use a different font.

References

APA format should be used to cite references within the paper. If you name the author in your sentence, then follow the authors name with the year in parentheses. For example:

Jones (2004) found that...

If you do not include the authors name as part of the text, then both the author's name and year are enclosed in parentheses. For example:

One researcher (Jones, 2004) found that...

A complete bibliography is attached at the end of the paper. It is double spaced except single-spacing is used for a multiple-line reference. The first line of each reference is indented.

Examples:

Bradburn, N. M., & Mason, W. M. (1964). The effect of question order on response. Journal of Marketing Research 1 (4), 57-61.

Bradburn, N. M., & Miles, C. (1979). Vague quantifiers. Public Opinion Quarterly 43 (1), 92-101.



Question 3

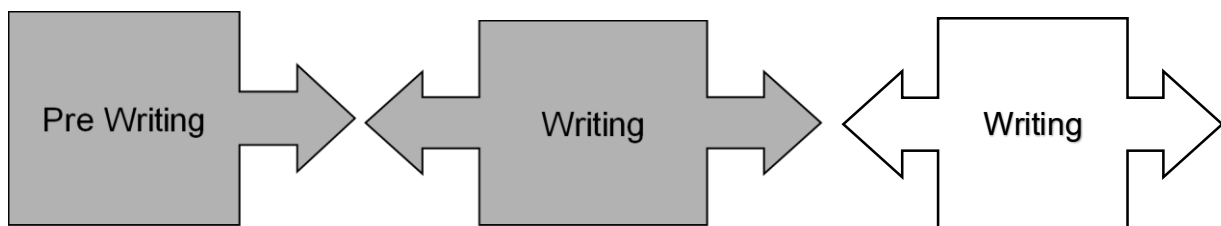
Elaborate the process of Technical Report Writing?

Ans: The Writing Process:

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



Question 4

What are Footnotes and Endnotes, explain in detail?

Ans: Footnotes and endnotes are a way of:

- Including additional information
- Expanding a thought
- Providing background information
- Giving your reader further sources they can explore

Explanation:

- 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

Differences and similarities:

- The main difference between footnotes and endnotes is:
- u Footnotes appear at the bottom (or foot) of the page in which the reference was made;
- u 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.

Similarities:

- 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:

- Choose between either footnotes or endnotes: don't use both. To help you make up your mind, here's a table listing the advantages and disadvantages of both.

Footnotes Advantages:

- 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

Footnotes Disadvantages:

- 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.

Endnotes Advantages:

- 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.

Endnotes Disadvantages:

- 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



Question 5

Define and differentiate Academic and Technical writing?

Ans: Academic Writing Vs Technical Writing:

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. Scholarly articles and textbooks in either of these sectors will contain a lot of detail. Each technical area will have specialized terminologies that are not known to a normal person.

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.

Comparison between academic writing and technical writing:

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) 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.

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) 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.



THE END

