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**SUBJECT: English 3 (technical reporting )**

**SEMESTER : 6**

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**Q no 1. What is an abstract, explain in detail?**

**Ans. Abstract: -**

An abstract is a very concise statement of the major elements of your research project, it states that the purpose methods, and finding of your research projects, an abstract is a condensed version of a full scientific paper

Two main types of abstract

**1. Structured abstract :-**

Usually follow IMRAD pattern, original, norm, citation needed.

## **2. Unstructured abstract: -**

Composed of one paragraph with no explicit heading often appropriate for review articles that do not follow the IMRAD pattern within their bodies.

**Q no 2. explain the process of technical report writing?**

**Ans. Technical report: -**

A technical report (scientific report) is a document that describe the process, paragraph, or result of technical or scientific research or the state of a technical or scientific research problem, it might also include recommendation and conclusion of the research.

**Rules of writing report: -**

1. The reader is the important person.
2. Keep the report as short as possible.
3. All reference should be correct in all details.

4. The writing should be accurate.
5. Report should be checked for a technical error, typing errors.
6. The report should look as good as it is.

**Q no 3. what is a library? Also explain the rules of library.**

**Ans. Library: -**

Library is a collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. or

Collection of books, includes digital resources and films, contains collection of audios, visual and print materials, provides a place of silence for users, stockroom of knowledge and ideas.

**Kinds of materials:**

1. Reference books
2. Books of fiction
3. Biographic/ auto bio graphics
4. Magazines and newspapers
5. Government reports
6. Pamphlets and clippings
7. Audio visual materials

**Rules of library: -**

1. Use a level 0-1 voice
2. Turn the pages from the top of corner
3. Return books on time
4. Never eat and drink while reading
5. Do not write or draw in a books
6. Library time is not social time, only talk if you need help finding a book
7. Do not move a book from one place to another