



Final- Term : Semester Assignment
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Q.1: What are the Objective for Report writing, explain in detail?

Ans: Objective for Report Writing:

Report writing should always be guided by objectivity.

- Should accurately present the methodology, result, and conclusion of the project, without slanting the findings to conform to the expectations of management.

Selectivity: A research must use his or her discretion in deciding what should be included in the report.

Concise: A report should be concise. Yet brevity should not be achieved at the expense of completeness.

Presentation: The report should be professionally done with quality paper, good typing, and attractive binding.

- 1) Differentiate between a report and an essay as two distinct forms of written communication.
- 2) Know the forms and methods of investigation (research).
- 3) Know the various types of reports and their essential elements.
- 4) Learn how to write both long and short formal reports in a clear objective style and appropriate layout.
- 5) Write abstracts and summaries, introduction, conclusions and recommendations.
- 6) Develop skills in organizing and outlining.
- 7) Understand the role and use of graphics in reports.

Q.2: Write down the format for Research Proposal?

Ans: Is simple. It begins with the description which is basically a one or two page summary, or overview, written in such a way that someone not familiar with the object matter can still understand it. They need to be able to understand the methods about which you are writing as well as the goals of your research. Your research proposal is not the place for jargon.

The second section of your research proposal is the introduction. It begins with the literature review, which again needs to be written in such a way that anyone will know what you are trying to say. The review itself contains background information – clinical, scientific; basically whatever applies to the subject of your paper.

The third section of the proposal is the research design. In this section, you generally need a narrative about your project, you need to justify all methods you will be using, and you often need a flow chart.

The fourth sections are crucial. It is where the analysis of your data and your interpretation of it will go. In this section, it is important that you know how to write methodology.

When thinking about what is research proposal format, you also have to consider the elements that may seem less important but are actually quite necessary. These sections include the cover page, the timeline, the units needed for the project, and all references you cited in your research proposal.

Q.3: Elaborate the process of technical report writing?

Ans: Process of technical writing:

- 1. Title page.**
- 2. Summary.**
- 3. Table of content.**
- 4. Introduction.**
- 5. Text body.**
- 6. Conclusions.**
- 7. References.**
- 8. Appendixes**

1. Title page: The title page is the first page of the report proper which the reader will see. It should contain:

- The title and author's name.
- The report reference number and date, if available.
- The company's name and logo if desired.
- A statement of copyright if needed, and no more.

2. Summary:

The summary (sometimes referred to as the executive summary) provides a brief overview of the substance of the report; usually no more than a half a page. It is not an introduction to the topic. The summary should outline all the key features of your report, including the topic, what you did and how you did it. The summary gives the most important findings of your research or investigation, and their corresponding page numbers. It should clearly show the structural relationship between the sections and subsections. A reader looking for specific information should be able to locate the appropriate section easily from the table of contents. Number the sections by the decimal point numbering system.

4. Introduction: The introduction provides the background information needed for the rest of your report to be understood. It is usually half to three-quarter of a page in length. The introduction includes:

- The background to the topic.
- A clear statement of the purpose of the report.
- A clear statement of the aims of the project.

5. Text body: This is the main part of the report, where you present your work. The introduction and conclusion act as a frame for the body only; therefore, all the details of your work must be included here.

The presentation of information should flow logically so that reader can follow the development of your project.

6. Conclusions: The conclusions section provides an effective ending to your report. The must give some overall insight into the value of your work in general and inform the reader of what the major impact of your work is.

7. References: A reference shows that information comes from another sources and also gives the details of these sources.

8. Appendixes: Appendixes contain material that is too detailed to include in the main report, such as raw data or detailed drawings. Usually each appendix must be given a number and title.

Q.4: What are Footnotes and endnotes, Explain in detail?

Ans: 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 the reference. This means that if you used footnotes, you wouldn't include a reference list at the end of your work because you include the references within the writing. And with endnotes, you would have an " Endnotes" (or" Notes") page instead.

Differences:

The main difference between footnotes and endnotes is:

Footnotes appear at the bottom (or foot) of the page in which the reference was made;

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 number 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.

Q.5: Define and differentiate Academic and Technical writing?

Ans: Academic 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 either of these sectors will contain a lot of detail each technical area will have specialized terminologies that are not know to a normal person.

Technical Writing: 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 writing include business letter, memos, product descriptions, warning labels and to some extent, editorial letters

Differentiate Between academic 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 ones academic research. However, in some cases, it is also used to show some ones point of view about a topic, the purpose of technical writing is to describe the working of a product.
- 2) The targeted audience is different in both cases. Academic papers are often read by research scholars 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) 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.