

Mid-Term Assignment

Instructor : Naeem Ullah Kaka Khel

Subject : Technical Report Writing (English)

Name : Muhammad Yasir

ID : 15459

Q#1) What is abstract? Explain in detail.

Answer:

ABSTRACT

The word abstract come from the latin word abstractum, which means a condensed from a longer piece of writing.

There are two types of Abstract:

1) DESCRIPTIVE ABSTRACT:

Descriptive are generally used for humanities and social science paper or psychology essay. This type of abstract is usually very short (50-100) word. Most descriptive abstract have certain key parts in common.

They are:

.Background

.Purpose

.Focus of paper

.Overview of contents

2) INFORMATIVE ABSTRACT:

Informative abstract are generally used for science, engineering or psychology report. You must get the essence of what your report is about, usually in about 200 words. Most informative abstract also have key parts in common. It consist of 1-2 sentences.

The parts of Include:

.Background

.Purpose of research

.Method used

.Findings/Results

.Conclusion

MAKES A GOOD ABSTRACT

- 1) Uses on well- developed paragraph that is coherent and concise, and is able to stand alone as a unit of information.
- 2) Coversall the essential academic elements of the full-lenght paper, namely the background, purpose, focus method results and conclusion.
- 3) Contain no information not included in the paper.
- 4) Is written in plan english and is understandable to a wider audiences as well as to your discipline.
- 5) Often uses passive structures in order to report on finding, focusing on the issues rather than people.
- 6) Uses the language the original paper, often in more simplified from for the more general reader
- 7) Usually does not include any referencing.

WRITE ABSTRACT

Abstract are important parts reports and research papersand 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 overveiw of the whole paper.

Q#2) Explain the process of technical report writting?

Answer:

TECHNICAL REPORT WRITTING

A technical report (also scientific report) is a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research.technical report are a great source of technical or scientific information.they can be written both for wider or internal distribution.

TECHNICAL REPORT WRITING STEPS:

Reports generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals.

There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are given below.

1: Decide on the 'Terms of reference'

.What is it about?

.What exactly is needed?

.Why is it needed?

.When do I need to do it?

.Who is it for, or who is it aimed at?

2: Decide on the procedure

.What information do I need?

.Do I need to do any background reading?

.What articles or documents do I need?

.Do I need to contact the library for assistance?

.Do I need to interview or observe people?

.Do I have to record data?

.How will I go about this?

3: Find the information

The Open Polytechnic Library.

Your local public library.

Talking to experts.

Online sources.

4: Decide on the structure

A title page.

Executive summary.

Contents.

An introduction.

Terms of reference.

Procedure.

Findings.

Conclusions.

Recommendations.

References.

Appendices.

5: Draft the first part of your report

.Findings

.Appendices

6: Analyse your findings and draw conclusions

.What have I found?

.What's significant or important about my findings?

.What do my findings suggest?

7: Make recommendations

Reread your findings and conclusions.

Think about what you want the person who asked for the report should to do or not do; what actions should they carry out?

Check that your recommendations are practical and are based logically on your conclusions.

8: Draft the executive summary and table of contents

Some reports require an executive summary and/or list of contents. Even though these two sections come near the beginning of the report you won't be able to do them until you have finished it, and have your structure and recommendations finalised.

9: Compile a reference list

This is a list of all the sources you've referred to in the report and uses APA referencing.

10: Revise your draft report

That the required sections are included, and are in the correct order.

That your information is accurate, with no gaps.

If your argument is logical. Does the information you present support your conclusions and recommendations?

That all terms, symbols and abbreviations used have been explained.

That any diagrams, tables, graphs and illustrations are numbered and labelled.

That the formatting is correct, including your numbering, headings, are consistent throughout the report.

That the report reads well, and your writing is as clear and effective as possible.

TECHNICAL REPORT ELEMENTS

1)The title page

2)The introduction

3)The summary

4)Experiment detail

5)Results and discussion

6)The body

7)Conclusion

Why do we write technical report?

Technical report is a document that describes the progress, process, or results of scientific or technical research. In order to establish novelty, technical reports can be considered as a primary form of scientific paper when researchers don't want to wait when academic journals publish their work.

Q#3) What is Library, also explain the rules of library?

Answer:

LIBRARY

The word library has been derived from the latin word "**Libraria**" which means a place where books and other reading materials are stored. According to the oxford english dictionary "**Library is a building, room or set of room, containing a collection of books for the use for the public or of some particular portion of it, or of the members of some society, or the like: a public institution or establishment, charged with the care of a collection of books, and the duty if rendering the books accessible to those who required to use them**".

: A place set apart to contain books, periodicals, and other material for reading, viewing, listening, study, or reference, as a room, set of rooms, or building where books may be read or borrowed.

: A public body organizing and maintaining such an establishment.

: A collection of manuscripts, publications, and other materials for reading, viewing, listening, study, or reference.

: A collection of any materials for study and enjoyment, as films, musical recordings, or maps.

: A commercial establishment lending books for a fixed charge; a lending library.

: A series of books of similar character or alike in size, binding, etc., issued by a single publishing house.

Hence a library can be defined as a collection of graphic acoustic and holistic material such as books, periodicals, newspaper, manuscripts, maps, charts, filmstrips, microfilms, photographs, records, or any recorded piece of information systematically arranged and designed for use.

RULES OF LIBRARY

- 1) Identity Card is compulsory for getting access to the library.
- 2) Silence to be maintained.
- 3) No discussion permitted inside the library.
- 4) Registration should be done to become a library member prior to using the library resources.
- 5) No personal belongings allowed inside the library.
- 6) Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- 7) Using Mobile phones and audio instruments with or without speaker or

headphone is strictly prohibited in the library premises.

- 8) Enter your name and Sign in the register kept at the entrance counter before entering library
- 9) Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- 10) The librarian may recall any book from any member at any time and the member shall return the same immediately.
- 11) Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- 12) Refreshment of any kind shall not be taken any where in the library premises.
- 13) Only registered users are allowed to use the library resources.
- 14) The use of cell phone is prohibited in the library.
- 15) Reservation of seat in the library is prohibited.