

## Mid-Term Assignment

Total Marks: 30

Instructor: Naeem Ullah Kaka Khel

Subject: Technical Report Writing

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### Q (1) What is an abstract, explain in detail?

**Ans:** Abstract is a Latin word abstractum means a condensed from a longer piece of writing. There are two types of abstract.

1. **Descriptive abstract.**
2. **Informative abstract.**

#### 1. **Descriptive abstract:**

Generally descriptive abstract are used for humanities and social science papers, psychology essays. This type of abstract is usually very short between (50 - 100) words. Most descriptive abstracts have certain key parts in common. They are:

- Background.
- Purpose.
- Particular interest.
- Overview of contents.

#### 2. **Informative abstract:**

Informative abstract are generally used for science, engineering, psychology reports you will get the essence

of what your report is about usually in about 200 words. Most informative abstract have key parts in common. Each of these parts might consist of 1-2 sentences. They are:

- Background.
- Aim of purpose of research.
- Method used.
- Findings/results.
- Conclusion.

## **Q (2) Explain the process of technical report writing?**

**Ans:**

Technical report writing is 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 accuracy then the style the tone is objective technical content not the voice of author's is the focal point. The purpose is to accurately transmit technical information.

Good technical writing is:

### **1. Logical**

Papers usually have an introduction data section analysis section results section and conclusion. Organization is important for clarity.

### **2. Accurate:**

The purpose is to transmit technical information the facts theories and observations should be correct. Base your conclusion only the facts not assumptions. Readers make scientific decisions based on gathered data. The results of a good scientific work can be obscured By reports that are full of inaccuracies.

### **3. Consistent:**

Capitalization measure units using the abbreviations punctuation and rules of grammar should be correct and consistent. Inconsistent in the technical report writing will confuse the reader and convince them that the scientific work been present is as sloppy as your writing. The goal is to produce a document that is written by an educated skill full person.

### **4. Clear:**

- Keep the writing short and simple.
- Use small words not big ones.
- Keep sentences and paragraphs sections short.
- Active voice is preferable to passive voice and uses fewer words.
- Avoid technical jargon.

### **5. Grammatically correct:**

Words that are misspelled and sloppy leads to authors who are lazy and uncaring about their work.

### **6. Concise:**

People are extremely busy. Concise writing is easier and less time consuming to read. Your words should be precise and well organized. Get to the point quickly, and stick to it. State the problem clearly, analyze the problem, and summarize the results. Include only useful references. The length of the piece is no guide to its importance

### **7. Persuasive:**

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

### **8. Interesting:**

The document needs to be interesting so the readers gain the interest in it.

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

**Ans:**

A place where books, magazines and other materials such as (videos and musical recordings) are available for people to use or borrow. A room in a person's house where books are kept a collection of similar things.

#### **Rules of library:**

The following are the rules:

- The material leaving the library must be properly borrowed.
- The books in the reference and reserved section may not be removed.
- Books must not be kept beyond the due date it is an offence.
- Fine will be charge after due date of the book.
- Returned books must be delivered at the loans desk.
- The consulted books must be left on the reading tables.
- No Readers may enter any part of the library marked 'Private or Work-room' unless by permission.
- Briefcases, luggage, umbrella, camera are not allowed into the library.
- Indecent dressing will not be allowed into the library.
- Any person who is suspected to be security risk may be ordered out of the library.
- Smoking and eating are not allowed in the library.
- Silence must be maintained in the library.
- On registered student are allowed to barrow books.
- Reservation of seats in library are prohibited.