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SUBJECT NAME: ENGLISH 3

Question 1

Question 1

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

Answer:

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: technical content, not the authors' 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 sciences, analysis section, result 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 or conclusion only on facts not assumption. Readers make scientific decisions based on data presented.

Consistent:

Capitalization, units of measure, use of abbreviations, punctuation 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.

Clear:

1: keep the writing short and simple. Use small words not big ones keep sentences paragraph and sections short. Limit each paragraph or section to one central idea.

2: active voice is preferable to passive voice and uses fewer words.

Question 2

Write down the format for Research Proposal?

Ans

Definition:

The goal of a research proposal is twofold: to present and justify the need to study a research problem and to present the practical ways in which the proposed study should be conducted. The design elements and procedures for conducting research are governed by standards of the predominant discipline in which the problem resides, therefore, the guidelines for research proposals are more exacting and less formal than a general project proposal. Research proposals contain extensive literature reviews. They must provide persuasive evidence that a need exists for the proposed study. In addition to providing a rationale

How to Approach Writing a Research Proposal

- Develop your skills in thinking about and designing a comprehensive research study;
- Learn how to conduct a comprehensive review of the literature to determine that a research problem has not been adequately addressed or has been answered ineffectively and, in so doing, become better at locating pertinent scholarship related to your topic;
- Improve your general research and writing skills;
- Practice identifying the logical steps that must be taken to accomplish one's research goals;
- Critically review, examine, and consider the use of different methods for gathering and analyzing data related to the research problem; and,
- Nurture a sense of inquisitiveness within yourself and to help see yourself as an active participant in the process of doing scholarly research.

Common Mistakes to Avoid

- Failure to be concise. A research proposal must be focused and not be "all over the map" or diverge into on unrelated tangents without a clear sense of purpose.

- Failure to cite landmark works in your literature review. Proposals should be grounded in foundational research that lays a foundation for understanding the development and scope of the issue.
- Failure to delimit the contextual boundaries of your research [e.g., time, place, people, etc.]. As with any research paper, your proposed study must inform the reader how and in what ways the study will examine the problem.
- Failure to develop a coherent and persuasive argument for the proposed research. This is critical. In many workplace settings, the research proposal is intended to argue for why a study should be funded.
- Sloppy or imprecise writing, or poor grammar. Although a research proposal does not represent a completed research study, there is still an expectation that it is well-written and follows the style and rules of good academic writing.
- Too much detail on minor issues, but not enough detail on major issues. Your proposal should focus on only a few key research questions in order to support the argument that the research needs to be conducted. Minor issues, even if valid, can be mentioned but they should not dominate the overall narrative.

Question 3

Elaborate the process of Technical Report Writing?

Ans:

Following are the process of technical report writing

STEP 1 – PLAN

‘If you fail to plan, you plan to fail.’

All projects need to be planned – at least at some level. Whilst you don’t have to go create a detailed Gantt chart for every technical writing project, it certainly helps if you answer some of the following questions before you put pen to paper. The results of this planning may be as simple as some bullet points jotted down in

your notepad – or you may find that simply going through this as a mental exercise is sufficient.

When you're planning to write technical documents, you should ask yourself:

- Scope – How many documents do I need to write? What are their key characteristics? Am I going to publish them in multiple formats – if so, are there any production requirements I should be aware of?
- Timing – How long do I need to schedule for review cycles? What's the final deadline?
- Process – What are the high-level steps that I need to follow to create the documents?

STEP 2 – STRUCTURE

A structure is the backbone of your document – the hierarchy of headings that define the logical order that it will progress. Structure is absolutely essential to successful documents, and it's something that you should develop *before* you start writing. A well-structured document is one that has had *thought* go into it beforehand, which means you're less likely to need to rehash it later on.

It's important to understand that structure isn't a straight jacket – it'll evolve and change as you write and review the document. After you publish, you may end up with a very different-looking document to the one you envisaged – that's perfectly normal and there's nothing at all wrong with it!

STEP 3 – WRITE

Writing is where you convert your bare-bones table of contents and notes into a series of drafts, culminating in a draft that's ready for formal review. Contrary to popular impression, writing is only about 20-30% of the process in a well-planned document – much of the effort goes into planning, structuring, and reviewing your work. In fact, the *more* time you spend planning and structuring your work, the *less* time you're likely to spend on writing.

There are a few time-honoured (as well as some new) techniques that technical writers draw on:

- KISS (Keep It Simple, Stupid!)
- Plain English
- Five Ws(and One H)
- Inverted pyramid
- Verb-noun structure
- Active voice

STEP 4 – REVIEW

I like to think of review as the *polishing* stage. It's where your document gets the trial by fire, so to speak, of having others formally review it, as well as undergoing another very important task – editing and proofing.

(Sidenote: Editing and proofing is in itself the topic of numerous books. In my book *Technical Writing Process*, I've provided a practical, no-nonsense editing model – The Seven Levels of Editing – that's suitable for technical or business documents.)

If you haven't already done so, you'll now need to define who's responsible for reviewing what (also called a Review Matrix), or validating it if you've been proactive and defined it during the planning step – which you should aim to do.

STEP 5 – PUBLISH

Publishing can be a complicated process – or it can be extremely easy. Publication is where writers manufacture and launch the final product. This might be as straightforward as emailing an approved document to your manager, or uploading it to a content management system or intranet. On the other hand, it might involve some fairly complicated logistics.

I've personally been involved in projects where production involved graphic design, translation into 40+ languages, production of multiple regional variations of the documentation, preparing 'docupacks' for shipping to multiple regions worldwide... this sort of thing is a real logistical feat, and it's something you should consider early on in the process – preferably whilst you're still planning a document. Steps such as graphic design, translation and print production can involve substantial time, effort and cost.

Question 4

What are Footnotes and Endnotes, explain in detail?

What is the difference between Footnotes and Endnotes

Footnotes and Endnotes they are basically the same.

The one difference between footnotes and endnotes is that footnotes appear at the bottom of the same page, while endnotes appear at the end of the paper.

Footnotes more likely interrupt readers flow of reading, endnotes do not interrupt the flow of reading.

Footnotes and endnotes often appear in the same discussion.

Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document.

Many people use footnotes for detailed comments and endnotes for citation of sources.

Advantages of using footnotes:

Easy to locate. readers can find footnotes at the end of the page.

Guides readers directly and instantly to the citation or the idea related to the specific part of information.

Footnotes are included automatically when printing specific pages.

Does not take time to find the note at the back of the paper to link the footnote to the subject of the text.

Readers can quickly look down the end of the page to find the extra information or identify a source.

Disadvantages of using footnotes:

Using too many footnotes in one page may clutter the page and make it difficult to read.

Adding a lot of information in one footnote may dominate the page and distract readers from the main subject.

If there are multiple columns, charts, or tables, short footnotes will be lost and need to be moved to another place.

Advantages of using Endnotes:

Endnotes are not distracting as footnotes because endnotes are usually located in a separate part of the paper.

Readers can check all detailed and supplementary information in one located section of the paper.

Readers can read all the notes at once.

Endnotes do not clutter up the page.

Disadvantages of using Endnotes:

Readers must go to another part or section to get detailed information this could be distracting.

Using endnotes can be confusing sometimes if there are different chapters. readers might need to remember chapter numbers and the endnote number to be able to find the correct endnote.

Endnotes may carry a negative connotation much like the proverbial "fine print" or some hidden disclaimers in advertising.

Question 5

Define and differentiate Academic and Technical writing?

Answer:

Academic Writing:

Definition:

In academic writing, a person intends to prove a theory or viewpoint in one way or the other

Purpose:

The academic writing revolves around the results of the academic research. However, sometimes it is also based on one's viewpoint on a particular topic.

Target Audience:

In academic writing, the target audience is research scholars or professionals who have an expertise in a specialization.

Technical writing:

Definition:

technical writing is entirely goal-oriented, and it talks about different ways by which the desired goal can be achieved.

Purpose:

Technical writing intends to explain the working of a product or service in a step-by-step process.

Target Audience:

Technical writing targets any person who needs to know the task followed by a particular organization.

