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MODULE: SEMESTER-VI

Course: English-III(Technical Report Writing)

Program: BS (SE)

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Final Term Semester Assignment

Total Marks: 50

Date:22/06/20

Note: Attempt all the Questions. All questions carry equal marks.

Q1. What are the Objectives for Report writing, explain in detail?

Answer(1):

Objective: the action(s) you will take in order to achieve the aim.

Objectives of Report writing

1. Decision Making Tool: Today's complex business organizations require thousands of information. A Reports provide the required information a large number of important decisions in business or any other area are taken on the basis of information presented in the reports. This is one of the great importance of report.

2. Investigation: Whenever there is any problem, a committee or commission or study group investigates the problem to find out the reason behind the problem and present the findings with or without the recommendation in the form of a report. It is another importance of report.

3. Evaluation: Large scale organizations are engaged in multidimensional activities. It is not possible for a single top executive to keep personal watch on what others are doing. So, the executive depends on reports to evaluate the performance of various departments or units.

4. Quick Location: There is no denying the fact that business executives need information for quick decision-making. As top executives are found to be busy for various purposes), they need vital sources of information. Such sources can be business reports.

5. Development of skill: Report writing skill develops the power of designing, organization coordination, judgment and communication.

6. Neutral presentation of facts: Facts are required to be presented in a neutral way; such presentation is ensured through a report as it investigates, explains and evaluates any fact independently.

7. Professional Advancement: Report also plays a major role in professional achievement. For promotion to the rank and file position, satisfactory job performance is enough to help a person. But for promotion to high level position, intellectual ability is highly required. Such ability can be expressed through the report submitted to higher authority.

8. Proper Control: Whether activities are happening according to plan or not is expressed through a report. So, controlling activities are implemented based on the information of a report.

9. A managerial Tool: Various reports make activities easy for the managers. For planning, organizing, coordinating, motivating and controlling, manager needs help from a report which acts as a source of information.

10. Encountering Advance and Complex Situation: In a large business organization, there is always some sort of labor problems which may bring complex situations. To tackle that situation, managers take the help of a report.

Q2. Write down the format for Research Proposal?

Answer(2):

1. Introduction: It is should be both brief and catchy. You need to grab reader's interest and make him go on reading.

In this section you should describe the main problem you are going to work on, the methodology and the importance of your research to persuade the reader that the results of the study may be useful;

2. Background:

In this section, you should give a more detailed overview of the problem. It is not an essay, so you should follow a clear structure and use a research paper example if needed. In this part you should give more details about the aim of your study, explain why it is worth completing, enumerate the main problems you want to face and offer a brief plan of your future research;

3. Review of the sources:

This section is usually very difficult to complete, as it contains lots of information and you need to structure it thoughtfully. A research proposal outline can be of a great use to see how you need to process the literature in order to make the whole structure clear and simple. Here you need to show that there are researches, based on your field of interest but they lack the data you are going to perform;

4. Research methods:

This section is very important, because you need to provide effective methods that will be used in your research study. Try to list methods that were not previously used by other researches and order new research design, based on literature overview;

5. Assumptions and consequences:

Even though it is a proposal and not a research proposal sample, it doesn't mean that you should avoid describing the results of the project. In this section you need to clarify what impact will your study have, what are the suggestions and potential changes in the field. You should also give information how it will influence the lives of others and how the results will be used;

6. Conclusion: This section should be brief and straight to the point. You need to emphasize why your research is important and why it should be done. You should also write a few sentences on the potential field of its implementation and why people will benefit from it.

Q3. Elaborate the process of Technical Report Writing?

Answer(3):

TECHNICAL REPORT WRITING:

It can help writers to

- > organize their thoughts.
- > avoid frustration.
- > use their time productively and efficiently

REPORT WRITING PROCESS IS DIVIDED INTO THREE PARTS :

→ PRE-WRITING

→ WRITING

→ RE-WRITING

Pre-Writing :

>Examine your purpose

>Determine your goals

>Consider your audience

>Gather your data

>Determine how the content will be provided.

Examine your purpose:

Why are you communicating?

External Motivation:

If someone asks you to write

Internal Motivation:

If you write on your own

Determine Your GOALS:

What is your reason for communicating?

- >Persuade an audience
- >Instruct an audience
- >Inform an audience of facts, concerns, or questions
- >Build trust by managing work relationships.

Consider Your Audience :

What type of audience are you addressing in your communication?

- >Management
- >Sub ordinates
- >Co workers
- >Customer
- >Multi cultural group of individuals

Gather your data:

Decide what you have to say

- >Brainstorming/Listing
- >Mind Mapping
- >Answering the reporters questions
- >Researching

WRITING:

Organization:

Organize the draft according to some logical sequence that your readers can follow easily.

Formatting:

Format the content to allow for ease of access.

RE-WRITING :

- >Revising
- >Editing
- >Proof reading

Revising:

- >Clear communication of ideas
- >Organization of paper
- >Paragraph structure
- >Strong introduction and conclusion

Q4. What are Footnotes and Endnotes, explain in detail?

Answer(4):

FOOTNOTE:

Footnote, as the name signifies, is the note appearing at the bottom of the page, to cite relevant sources, references or provide additional details with respect to the definite portion of the text above it. It is used to simplify or add more detailed information to the text mentioned on that page.

Footnote is expressed in the form of a super scripted number or a symbol, just after a word or sentence, whose cross-reference is given at the bottom of the same page. It can be found in books, research papers, reports, documents, articles etc.

ENDNOTE :

Endnote can be understood as a note found at the end of the document or the book or a section of the book, containing sources of facts or information and extraneous information on the points used in the text.

Endnotes are primarily used to cite the authors and titles of the sources used in the text and arranged in a chronological order concerning the references used. They are denoted by numbers or sometimes symbols such as an asterisk (*). These are found in books, research papers, articles, essays etc.

EXPLANATION(footnotes and Endnotes):

Footnotes and Endnotes are an important part of the text, because, if an author uses an information which is necessary for the reader, although, not the main part of the text, in the middle of the text or page, then reading might get tedious. That is why, these notes are of utmost importance, as they help the author to provide relevant information without disrupting reading.

Both contain a note referring number or symbol, in the text to represent that extraneous information is provided in the footnote or endnote, however, the author uses the different numbering system for the two, so as to help readers in referring to the appropriate note for the information.

Moreover, a short horizontal line can be seen just above the note, to separate it from the main body of text. The font size of the footnote or endnote is comparatively shorter than that of the main text.

Key Differences Between Footnote and Endnote :

The points given below presents the difference between footnote and endnote in a detailed manner:

1. A footnote can be described as a note shown at the bottom of the page that gives extraneous information to the reader and refers to a particular part of the text. On the contrary, endnote is used by the author to give credit or reference to the text, appearing at the end of the essay or book.
2. Footnotes appear in the footer of the page. As opposed, endnotes appear at the end of the document, book or the section of the book.
3. While footnote is nothing but an abridged extension of an in-text excerpt. Conversely, endnote is mainly used by the author to

quote references or provide information about the external sources.

Q5 .Define and differentiate Academic and Technical writing?

Answer(5):

Academic Writing is conducted in several sets of forms and genres, normally in an impersonal and dispassionate tone, targeted for a critical and informed audience, based on closely investigated knowledge, and intended to reinforce or challenge concepts or arguments. It usually circulates within the academic world ('the academy'), but the academic writer may also find an audience outside via journalism, speeches, pamphlets, etc.

Technical Writing belongs to the broad field of technical communication. Technical communicators include technical content developers, technical editors, technical proof-readers and other professionals. The word “technical” here is what matters. Unlike other writers and content creators, technical writers are like translators: they have a piece of technology and their task is to explain to a non expert how to use it in clear, accurate and easy-to-understand writing.

Difference B/W Academic and Technical Writing:

There is a huge difference between the technical and academic writing. A skilled academic writer may not have the proficiency in technical writing and vice versa. Let us see the major differences between these two styles of writing.

Definition:

In academic writing, a person intends to prove a theory or viewpoint in one way or the other, whereas technical writing is entirely goal-oriented and it talks about different ways by which the desired goal can be achieved. An academic writing is used in the form of theses, essays or book reports.

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

The target audience in both the types of writing is very different. In academic writing, the target audience is research scholars or professionals who have an expertise in a specialization. Technical writing targets any person who needs to know the task followed by a particular organization.

THE END