

Final -Term

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Subject : Technical Report Writing (English)

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Question 1

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

Objectives of Report writing :

1. Decision Making Tool:

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 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. **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.

11. Understand the purpose of report.

12. Plan a report.

13. Understand the structure of a report.

14. Organize your information.

15. Collect information for your report.

16. Present data effectively.

17. Solving any problem and issue.

18. Updating information.

19. Internal communication.

20. Planning and decision making.



QUESTION#02:

Write down the format for Research Proposal?

1. Research Proposal Definition:

A research proposal is a document written with the goal of presenting and justifying your interest and need for conducting research on a particular topic. It must highlight the benefits and outcomes of the proposed study, supported by persuasive evidence.

2. Research Proposal Outline:

Sometimes students don't realize how important a research paper proposal is and just end up putting all the information together without following the basic outline or thinking this through.

To summarize its importance, if you want a successful research project, you need to write a great proposal for it.

Before starting with the outline, you need to understand the basic components. It goes without saying that a clear outline is important when it comes to presenting the literature review and writing the entire paper.

3. Research Proposal Template:

It might seem like a dreadful task and especially for the students who are new to this. It requires good writing as well as research skills. Here is a sample template to further explain the outline.



4. Research Objectives:

Your research objectives will clearly concise what the writer is trying to achieve. Moreover, these aims and objectives must be achievable. It means that it must be framed according to the:

Available time

Infrastructure

Other important resources.

However, it is beneficial to read all the developments in the field and find research gaps before deciding your objective. It will help you come up with suitable aims for your projects.

5. Research Proposal Format:

Your proposal proposal should have enough data and information to persuade and convince your readers regarding the significance of your research. Here is a basic format you can follow while writing your proposal.

Title:

Your proposal title should be concise and clear to indicate your research question. The title is the first thing that your reader is going to read. A catchy yet informative title will attract readers. Your readers should know what to expect in the paper after reading the title. Your title should clearly indicate the relationship between the independent and dependent variables. Avoid writing titles in a general perspective or phrases like An investigation of ... or A review of ... etc.

Abstract:



A paragraph summarizing your topic of research, who or what will be the object of data collection, how the data will be collected, how it will be analyzed, and what results you expect (possible outcomes).

The Problem

"What problem do I want to address or what question(s) do I want to answer?"

- Elaborate on the variables and their relationships.

Background to the Problem

"Why is this problem or question important?"

"Who else has worked on this or similar problems?"

"What methods were used?"

"What were the results or conclusions of previous research?"

- In this section, show the relevance of your research to other research that has been done.

Research Design

"How will I limit my study?"

"What data do I need to collect?"

"What methods will I use to collect the data and how will I justify them?"

- In this section, show how you will avoid doing it all.

Expected Results

"How will I analyze my data?"

"What results do I expect from my research?"

- In this section, elaborate on how you will use your data to answer your research question(s), to make generalizations, to defend assertions, to examine possible alternative outcomes to construct a plausible argument.

References:

Make sure these follow a recognised format, and do so consistently.



Introduction:

Your entire proposal will revolve around your research question. If the research question is not specific and has a very general literature review, then your proposal might seem insignificant. A specific research question will make your research focused on. However, there is no one way to frame your research question. Start the introduction with a general statement related to the problem area you are focusing on and the justification for your study.

The introduction usually covers the following elements.

What is the purpose of your research or study?

Mention the background information and significance before you introduce your research question.

Introduce your research question in a way that its significance is highlighted by setting the stage for it.

Briefly mention the issues that you are going to discuss and highlight in your study.

Make sure that you identify the independent and dependent variables in the title of your study.

If there is a hypothesis or a theory related to your research, state it in the introduction.

Literature Review:

As per the requirements of your instructor, you can incorporate the literature review in the introduction or create a separate section for the review. A separate section dedicated to the literature review will allow you to conduct extensive background research and support your research question with ample proof from credible sources and research.

The following are the basic purposes of the literature review.

To give reference to the researchers whose study has been a part of your research.

To help you construct a precise and clear research question.

To critically evaluate previous literature information related to your



research.

To understand research issues relevant to the topic of your research.

To convince the reader that your research is an important contribution to the relevant niche.

A literature review is an important component. However, there are some common mistakes that students make while reviewing the literature.

Lack of organization and coherence.

No proper structure.

Lack of focus on the topic.

Not citing the papers and researchers properly.

Not including the recent studies relevant to the topic.

Trivial citation

Research Methodology

Result:

You won't be having any results of your experiment while you are writing the proposal. In this section, you can describe how you will analyze your research question; present hypothesis based on the data you have collected in the research.

Discussion:

Describe what will be the potential impact of your research and highlight the reasons of choosing the respective topic. Don't exaggerate the merits of your research just to enhance the significance in the eyes of the readers.

Also, mention the limitations of your study in terms of lack of time, resources and budget; mention its scope for future study.

Citation:



Dont forget the citation section. You dont want to get blamed for plagiarism. Always give references to the authors and the literature you have studied for your research.

There are two ways to cite your sources.

Reference – List the literature that you have used in your proposal.

Question 3 :

Elaborate the process of Technical Report Writing?

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 outlined below.

1. Decide on the 'Terms of reference:

To decide on the terms of reference for your report, read your instructions and any other information you've been given about the report, and think about the purpose of the report:

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?

This will help you draft your Terms of reference

2. Decide on the procedure:

This means planning your investigation or research, and how you'll write the report. Ask yourself:

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?

Answering these questions will help you draft the procedure section of your report, which outlines the steps you've taken to carry out the investigation.

3. Find the information:

The next step is to find the information you need for your report. To do this you may need to read written material, observe people or activities, and/or talk to people.

Make sure the information you find is relevant and appropriate. Check the assessment requirements and



guidelines and the marking schedule to make sure you're on the right track. If you're not sure how the marks will be assigned contact your lecturer.

4. Decide on the structure:

Depending on the type of report, the structure can include:

A title page.

Executive summary.

Contents.

An introduction.

Terms of reference.

Procedure.

Findings.

Conclusions.

Recommendations.

References/Bibliography.

Appendices.

5. Draft the first part of your report:

Findings:

The findings are result of your reading, observations, interviews and investigation. They form the basis of your report. Depending on the type of report you are writing, you



may also wish to include photos, tables or graphs to make your report more readable and/or easier to follow.

Appendices:

As you are writing your draft decide what information will go in the appendix. These are used for information that:

is too long to include in the body of the report, or

supplements or complements the information in the report. For example, brochures, spreadsheets or large tables.

6. Analyse your findings and draw conclusions:

The conclusion is where you analyse your findings and interpret what you have found. To do this, read through your findings and ask yourself:

What have I found?

What's significant or important about my findings?

What do my findings suggest?

7. Make recommendations:

To help you decide what to recommend:

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.



Ensure you include enough detail for the reader to know what needs to be done and who should do it.

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.

An executive summary is usually about 100 words long. It tells the readers what the report is about, and summarise the recommendations.

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:

If you have done what you were asked to do. Check the assignment question, the instructions/guidelines and the marking schedule to make sure.

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.

Question 4 :

What are Footnotes and Endnotes, explain in detail?

1. Footnotes:

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it. For example, say you want to add an interesting comment to a sentence you have written, but the comment is not directly related to the argument of your paragraph. In this case, you could add the symbol for a footnote. Then, at the bottom of the page you could reprint the symbol and insert your comment. Here is an example:

This is an illustration of a footnote.¹ The number 1 at the end of the previous sentence corresponds with the note below. See how it fits



in the body of the text?

At the bottom of the page you can insert your comments about the sentence preceding the footnote.

When your reader comes across the footnote in the main text of your paper, he or she could look down at your comments right away, or else continue reading the paragraph and read your comments at the end. Because this makes it convenient for your reader, most citation styles require that you use either footnotes or endnotes in your paper. Some, however, allow you to make parenthetical references (author, date) in the body of your work. See our section on citation styles for more information.

Footnotes are not just for interesting comments, however. Sometimes they simply refer to relevant sources -- they let your reader know where certain material came from, or where they can look for other sources on the subject. To decide whether you should cite your sources in footnotes or in the body of your paper, you should ask your instructor or see our section on citation styles.

Whenever possible, put the footnote at the end of a sentence, immediately following the period or whatever punctuation mark completes that sentence. Skip two spaces after the footnote before you begin the next sentence. If you must include the footnote in the middle of a sentence for the sake of clarity, or because the sentence has more than one footnote (try to avoid this!), try to put it at the end of the most relevant phrase, after a comma or other punctuation mark. Otherwise, put it right at the end of the most relevant word. If the footnote is not at the end of a sentence, skip only one space after it.



Sometimes you may be asked to include these – especially if you have used a parenthetical style of citation. A "works cited" page is a list of all the works from which you have borrowed material. Your reader may find this more convenient than footnotes or endnotes because he or she will not have to wade through all of the comments and other information in order to see the sources from which you drew your material. A "works consulted" page is a complement to a "works cited" page, listing all of the works you used, whether they were useful or not.

2. Endnotes:

An endnote is source citation that refers the readers to a specific place at the end of the paper where they can find out the source of the information or words quoted or mentioned in the paper. An endnote is similar, but they are only found at the end of a document and contain reference information about quoted material.

When using endnotes, your quoted or paraphrased sentence or summarized material is followed by a superscript number.

Example:

Let's say that you have quoted a sentence from Lloyd



Eastman's history of Chinese social life. You have written this sentence:

According to Eastman, "The family was the central core of the Chinese social system."

Analysis of the example:

Notice that there is a superscript number after the quotation. You insert the number by using your word-processor's "insert reference" (or citation) function.

The superscript number corresponds to a note placed at the end of the paper (which is called an endnote). Your word-processor will create a note number and a space at the end of your paper, where you then fill in the citation. This endnote lets the reader know where you found your information.

Note numbers are sequential: first note in your paper is numbered 1, the second note is 2 (even if you are quoting the same source as in #1), etc.

AGAIN, even if you are repeating a reference to the same source, your numbers must continue in sequence (1, 2, 3, 4, 5). You must use "Arabic" numbers (1, 2, 3...), not Roman numerals (i, ii, iii...)!



Difference between Footnotes and Endnotes:

The only real difference is placement – footnotes appear at the bottom of the relevant page, while endnotes all appear at the end of your document. If you want your reader to read your notes right away, footnotes are more likely to get your reader's attention. Endnotes, on the other hand, are less intrusive and will not interrupt the flow of your paper.

Question 5

Define and differentiate Academic and Technical writing?

ACADEMIC AND TECHNICAL WRITING:

Difference Between Academic & 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.

Similarities Between Academic & Technical Writing :

Certainly, academic and technical writings are two different forms of writing but they do share some common attributes too. Let us see the parameters on the basis of which both the writing styles can be considered similar.

Organized Structure :

At the beginning of an academic research, a writer needs to mention



the reason for which he undertook the research and then talk about different methodologies. This is a general structure which explains the entire process to the reader in a well-organized form. Similarly, in a technical writing, the writer includes the points such as goals, strategies, benefits etc. Hence, both the forms of writing exhibit a well-organized pattern.

The Format :

Both academic, as well as technical writing, comes under the category of formal writing. This implies that they follow a specific set of guidelines and the tone of writing remains serious. Hence, you cant use slang terms or jargons in technical or academic writing.

Though both the styles have some striking similarities, a writer needs to adapt to a lot many changes when he shifts from an academic writing style to the technical writing. In order to have a proficiency in both the forms of writing, one needs to do a thorough practice in different writing styles.

Comparision Between Academic And Technical Writing

Many people fail to distinguish between the technical and academic form of writing. The major difference between both of these forms lies in their style. Technical writing is linked to the processes. It involves a step by step explanation of a procedure so that anyone can understand it. From business letters to the product descriptions and editorial letters, it conveys the technical information such as engineering and scientific studies in the easiest way possible. Academic writing is more specific in nature as it is linked to a particular discipline. It is a complex form of writing which can more



commonly be seen in the form of scholarly articles and textbooks.

