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Program : BE-E

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Question no # 1:-

Technical writers use design process to creativity solve complex problem; they use writing processes to create complex documents.

In both cases, there are steps or stages. what is the chronological manner to know the technical writing process?

Ans:

To evaluate the process to solve intricate problems creatively, one could use different ways to create difficult documents. To achieve these skills one should go through various process. Firstly, decide on the 'term of reference' then decide on the procedure in order to ask themselves that what information they need also what background they need to read. Moreover,

They should go through some articles or documents.

Find information:

In this step one should look for appropriate information that would be relevant to his content. In addition, it could be better if someone capture idea from data that already been publish.

Decide on the structure:

Every document needs ~~such~~ flow that the second person can easily get details about first person. Following are the requirements: title page, summary, contents, introduction, procedure, findings, conclusions and appendices.

Analyse your findings and draw conclusions:

This is ~~the~~ ^{an} important part of this draft.

However, you would need to assure others about your finding also you should target the significant part of your findings. In addition, you should elaborate your suggestions. One the other hand, to sum up all your detail in short words.

Make recommendations:

In this step one should give direction to others in order to put them on a right track. What you have to need is? To revise conclusion and ensure that it is similar to your recommendation or not?

Revise your draft report:

This is so crucial for one even this section has importance in every type of writing to overcome all blunders that you did

in your report and
pop up all the mistakes
from your report
Chronological order in
report writing?

Chronological order mean
to disseminate information
according to time. This
order is basically use
when you want precision
and compelling storytelling
to inform audience so
it is essential for
the reader to bond with.
In short, timing ~~is~~ plays
important role while
allocation of information.

"Question # 2"

In research the question leads to a problem that needs to be solved by the researcher. Clearly explain the parameters within which your proposal must stay?

Ans:

There are following steps that researcher use to attract readers to make contact with the research.

Title:

To write a research you would need a specific topic that makes your research unique from the other works.

Research overview:

In this area you should should need to include key point that dates on you would want to investigate. All these

could be done ~~is~~ under supervision of your research group or supervisor.

Research Context:

In your context you must write your research in a vivid manner that provide ease to the readers. Don't make things complicated that provide difficulty for reader and it could make a chance for your reader to become reluctant.

Research question:

You should pin point your finding that you are in progress. make sure that your contents should be narrow and feasible. Your research should explain your intended approach to answering the questions.

Research methods:

Your research should include methodology to explain each and every dimension of your idea like techniques, sample size, target populations and data analysis etc.

Significance of research:

You can make your research fruitful by putting some important suggestions that led others to build their own research. You should bring originality in your report.

References:

~~This is~~ This is the main area which indicates that where did you get idea about this research.

Question #3:

Assume that your manager wants to create a web page / Facebook page / Youtube channel. Investigate the situation, and write a report explaining the feasibility of creating and maintain a web page / Youtube channel.

Ans:

To begin with, owners of different organizations create web or channel just for getting fame for its organization. If manager want to continue a Youtube channel he would need some parameter to run his channel. Firstly, he should find a content on which they would have been making videos. He should keep a unique title for his channel.

For this you would struggle a lot to make subscribers. The more subscribers you make the much you will get fame. So, important thing is to beautify your video that would attract much customers as you include titles below the video, not only it can ~~provide~~ provide ease for people in national wise but also it attract people internationally just because of subtitles.

Description is a helpful factor that provide help for viewers. By clicking your description it will lead your fans to the website that you already been created.

Don't forget to say "Subscribe my channel and hit the bell icon below" these words can upsurge your

reiners amount.

Disclamers:

Don't upload unlawful
aids and draft that
create disturbance. and
~~create~~ violation.

Question # 4:

The report is generally
written for the purpose of
solving a problem. There are
many different type of
reports. Define different type
of reports and explain
the particular requirements
for the formal reports.

Ans:

Report allocation is generally
use to tackle up problems
that people now-a-days
are facing. One can
write different types of
reports for different purpose.

There are several types of reports which I mention below:

- Annual reports
- Auditor's reports
- Book report
- Retail reports
- Credit report
- Demographic reports.

Including these there are many more - ...

To embark on formal report, one should keep in mind that it will contain information, research and data that would be beneficial to make decision. Based on some rational grounds, it could be said that ~~there~~ there are basically two parts of formal report writing.

① Informational report:
It includes information about data and facts

that you include in your reports following that you should draw upon conclusion.

(2) Analytical report

This part is based on analysis of the same informational report but it can remain vacant place for recommendation to solve a problem.

Front Cover of report

This section will include the company name, name and title of the party from whom you want to prepare report; name of the title of the preparer. Last but not least don't forget to mention date.

main section for formal report

following things should be kept in mind.

Executive Summary:

This section will include the brief detail of your main idea by the help of which reader can easily get the entire idea.

Introduction Statement:

In this section a person can use background to specify the main idea. By including some thesis statement that will explain some rational grounds.

Analysis of findings:

This section will lead preparer to body section of the report that will consist on topic, supporting and closing sentence.

Conclusion:

This is the last section where one can restate the whole idea in short words.

Question NO # 5:

It is considered illegal to reproduce someone else's expression of ideas or information without permission. Define the term which is used for this literary crime and explain how to protect any "fact" that has been considered the intellectual property of the author.

Ans:

Now-a-days majority of people indulge in unlawful activities related to every field. In terms of research or reports, people steal other contents and upload it by their own name which comes in criminal activities.

In addition, they don't need any permission from establishments. They do everything illegally for their own well-being.

they don't deem it to take permission from the owner. without permission they sometimes made huge transgression. Moreover, it is becoming common to restate the other words without taking permission.

On the other hand, If a person doing this may have no idea to write things in real words, can make confusion for the readers because of lack of experience. That's why they don't take permission because they do not want to justify themselves.

Solution:

To overcome this a person should do the opposite to the above statements. If person want to write anything new they must ask

other writers to take
our roles and make
this person referral,
include in the reference
list. It will helps him
in each and every
aspect of the upcoming
results.

