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

Ans. Objectives for Report Writing:

You are now ready to draft your report. In the earlier stage, you organized your report by gathering relevant material for it and mapping out the structure of presentation of content or ideas in it. If you have done all that consistently and logically, then you now have a mental map of your report, and your task now is to fill up the map with words, graphics and other visuals that complete the entire report. In this set of notes, you will be introduced to some important considerations in the drafting of your report. These are:

1. Use the appropriate languages of report writing.
2. Use appropriate style and tone.
3. Incorporate charts and tables in the texts
4. Use in-text citations
5. Write an executive summary for the report
6. Edit and proofread the report

Use the appropriate languages of report writing:

The report is a complex writing challenge because the language you use must be consistent in some sense and appropriate in another sense. That is, while tone must be consistent, the type of report language to be used varies from one section to another. In the Findings section, you use interpretive language; in the Conclusions section, you use evaluative language. In the Recommendations section, imperative (or command) language is preferred.

Interpretive language in the Findings section:

The Findings section must aim for an objective presentation of data through appropriate words and phrases, texts, charts and tables. For example, you should report on what your data says or what your respondents or what experts say.

Being objective is tricky, though. In the Findings section, we are mainly concerned with the following question: “What does this information or data mean?” But this question requires your interpretation, not someone else’s. This goes without saying that if someone else is interpreting the data, it may be a different take on the facts or information.

There are also other important considerations in making sure that your interpretation is clear, correct and logical.

- ♣ Begin the Findings section with a short paragraph on what the readers should expect in the section. This includes brief information on the structure of the section and the areas or topics being discussed.
- ♣ Your interpretative statements must appear in a predictable way in your Findings section. This means that your statements must be easily found. The best place for such statements to appear is at the beginning of a paragraph or section to be followed by your presentation of facts or data.
- ♣ Whenever appropriate, present your data using appropriate graphics. All charts and data should be neatly and clearly presented, with a label and title.
- ♣ Draw explicit connections between ideas, words, sentences, paragraphs and sub-sections using linking words or linguistic signposts such as First, Second, Third, Moreover, Therefore, and In addition. This is critical in achieving coherence in your analysis.

Q2. Write down the format for Research Proposal?

Ans. **Format for Research Proposal:**

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, a proposal describes detailed methodology for conducting the research consistent with requirements of the professional or academic field and a statement on anticipated outcomes and/or benefits derived from the study's completion.

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;
- Nurture a sense of inquisitiveness within yourself and to help see yourself as an active participant in the process of doing scholarly research.

Outline For format of Research Proposal.

TITLE PAGE

TABLE OF CONTENTS

CHAPTER I - Introduction

Introductory paragraphs
Statement of the problem
Purpose
Significance of the study
Research questions and/or hypotheses

CHAPTER II - Background

Literature review
Definition of terms

CHAPTER III - Methodology

Restate purpose and research questions or null hypotheses

Population and sampling
Instrumentation (include copy in appendix)
Procedure and time frame
Analysis plan (state critical alpha level and type of statistical tests)
Validity and reliability
Assumptions
Scope and limitations

CHAPTER IV - Results

CHAPTER V - Conclusions and recommendations

Summary (of what you did and found)
Discussion (explanation of findings - why do you think you found what you did?)
Recommendations (based on your findings)

REFERENCES

APPENDIX

Q3. Elaborate the process of Technical Report Writing?

Ans. **Process of Technical Report Writing:**

1 Introduction

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information. This guide explains the commonly accepted format for a technical report; explains the purposes of the individual sections; and gives hints on how to go about drafting and refining a report in order to produce an accurate, professional document.

2 Structure

A technical report should contain the following sections;

Section	Details
Title page	Must include the title of the report. Reports for assessment, where the word length has been specified, will often also require the summary word count and the main text word count

Summary	A summary of the whole report including important features, results and conclusions
Contents	Numbers and lists all section and subsection headings with page numbers
Introduction	States the objectives of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself. Must not be a copy of the introduction in a lab handout.
The sections which make up the body of the report	Divided into numbered and headed sections. These sections separate the different main ideas in a logical order
Conclusions	A short, logical summing up of the theme(s) developed in the main text
References	Details of published sources of material referred to or quoted in the text (including any lecture notes and URL addresses of any websites used).
Bibliography	Other published sources of material, including websites, not referred to in the text but useful for background or further reading.
Acknowledgements	List of people who helped you research or prepare the report, including your proofreaders
Appendices (if appropriate)	Any further material which is essential for full understanding of your report (e.g. large scale diagrams, computer code, raw data, specifications) but not required by a casual reader

3 Presentation

For technical reports required as part of an assessment, the following presentation guidelines are recommended;

Script	The report must be printed single sided on white A4 paper. Hand written or dot-matrix printed reports are not acceptable.
Margins	All four margins must be at least 2.54 cm
Page numbers	Do not number the title, summary or contents pages. Number all other pages consecutively starting at 1
Binding	A single staple in the top left corner or 3 staples spaced down the left hand margin. For longer reports (e.g. year 3 project report) binders may be used.

4 Planning the report

There are some excellent textbooks contain advice about the writing process and how to begin
Here is a checklist of the main stages;

- Collect your information. Sources include laboratory handouts and lecture notes, the University Library, the reference books and journals in the Department office. Keep an accurate record of all the published references which you intend to use in your report, by noting down the following information;

Journal article:

author(s)
title of article
name of journal (*italic or underlined*)
year of publication
volume number (**bold**)
issue number, if provided (*in brackets*)
page numbers

Book:

author(s)
title of book (*italic or underlined*)
edition, if appropriate
publisher
year of publication

N.B. the listing of recommended textbooks in section 2 contains all this information in the correct format.

- Creative phase of planning. Write down topics and ideas from your researched material in random order. Next arrange them into logical groups. Keep note of topics that do not fit into groups in case they come in useful later. Put the groups into a logical sequence which covers the topic of your report.
- Structuring the report. Using your logical sequence of grouped ideas, write out a rough outline of the report with headings and subheadings.

N.B. the listing of recommended textbooks in Section 16 contains all this information in the correct format.

5 Writing the first draft

Who is going to read the report? For coursework assignments, the readers might be fellow students and/or faculty markers. In professional contexts, the readers might be managers, clients, project team members. The answer will affect the content and technical level, and is a major consideration in the level of detail required in the introduction.

Begin writing with the main text, not the introduction. Follow your outline in terms of headings and subheadings. Let the ideas flow; do not worry at this stage about style, spelling or word processing. If you get stuck, go back to your outline plan and make more detailed preparatory notes to get the writing flowing again.

Make rough sketches of diagrams or graphs. Keep a numbered list of references as they are included in your writing and put any quoted material inside quotation marks (see Section 11).

Write the Conclusion next, followed by the Introduction. Do not write the Summary at this stage.

6 Revising the first draft

This is the stage at which your report will start to take shape as a professional, technical document. In revising what you have drafted you must bear in mind the following, important principle;

- the essence of a successful technical report lies in how accurately and concisely it conveys the intended information to the intended readership.

During year 1, term 1 you will be learning how to write formal English for technical communication. This includes examples of the most common pitfalls in the use of English and how to avoid them. Use what you learn and the recommended books to guide you. Most importantly, when you read through what you have written, you must ask yourself these questions;

- Does that sentence/paragraph/section say what I want and mean it to say?
If not, write it in a different way.

- Are there any words/sentences/paragraphs which could be removed without affecting the information which I am trying to convey?
If so, remove them.

7 Diagrams, graphs, tables and mathematics

It is often the case that technical information is most concisely and clearly conveyed by means other than words. Imagine how you would describe an electrical circuit layout using words rather than a circuit diagram. Here are some simple guidelines;

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

Ans. 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.

Things to keep in Mind:

Things to keep in mind when considering using either endnotes or footnotes in your research paper:

1. Footnotes are numbered consecutively throughout a research paper, except for those notes accompanying special material (e.g., figures, tables, charts, etc.). The numbering of footnotes are "superscript"--Arabic numbers typed slightly above the line of text. Do not include periods, parentheses, or slashes. They can follow all punctuation marks except dashes. In general, to avoid interrupting the continuity of the text, footnote numbers are placed at the end of the sentence, clause, or phrase containing the quoted or paraphrased material.
2. Depending on the writing style used in your class, endnotes may take the place of a list of resources cited in your paper or they may represent non-bibliographic items, such as comments or observations, followed by a separate list of references to the sources you cited and arranged alphabetically by the author's last name. If you are unsure about how to use endnotes, consult with your professor.
3. In general, the use of footnotes in most academic writing is now considered a bit

outdated and has been replaced by endnotes, which are much easier to place in your paper, even with the advent of word processing programs. However, some disciplines, such as law and history, still predominantly utilize footnotes. Consult with your professor about which form to use and always remember that, whichever style of citation you choose, apply it consistently throughout your paper.

Advantages and Disadvantages Of Using Footnotes and Endnotes:

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.

Q5. Define and differentiate Academic and Technical writing?

Ans. **Differentiate Academic and Technical writing:**

In the field of professional writing, there are several styles of writings that can be seen. In which Academic writing and Technical writing can be considered as the widely followed and most practiced style of writing. By the names of these styles, the basic idea of the purpose of these styles can be assumed.

Academic writings are supposed to be written for scholars, students or the general public of a journal or magazine, whereas Technical writing is meant for the users of that particular product or the individuals who are interested to enquire about the usability of the service.

Explanation of Academic writing:

The Academic writing is a style of writing where the writer emphasizes upon one specific subject, provides the reader the affluence of research work and richness of literary explanation. The standard of these writings is determined by the command over the language and the knowledge of the subject in which the writing is being composed. The purpose of Academic writing is to express one's opinion and thought about a subject with the knowledge gained by research work done by that individual. The style should be elaborate, expressive, well-constructed and reflect the mind of the author. The audiences of such writings are also different from others. The main targeted audience for such style is the scholars, students, teachers or the general public interested to obtain knowledge on that particular subject. These writings can be composed as a form of essays, theses, research paper, literary notes, study materials for educational institutes, dissertations etc.

Technical writing:

Technical writing is a type of writing which contains various information relating to science, engineering, information technology, medical or industrial. The main objective of such kind of writing is to provide detailed and lucid information about the product or service upon which the writing is composed. It can also be a kind of guide or tutorial made for the users of that product or service (Dean 2015). It can also convey about the description or outline of a product. Technical writing style differs in industry to industry. The style for writing for the IT companies cannot be same as the writing style suitable for medical industries such as pharmaceutical, nutraceutical and Ayurveda.

The main differences:

Regarding the explanations of these two writing styles, there can be three major differences which can be highlighted between the academic and technical writing. The distinguished comparisons are given below:

- Both of these writing styles has their own applicability. Whereas the academic writing can be useful in educational institutions such as schools, colleges, universities, digital and printed media and literary organizations, technical writings are more useful at industrial and technological sectors.
- The style of writing also has many differences from each other. Scholars, journalists and authors mainly use the writing style of academic writing. The essence of rich literary command and in-depth knowledge about the subject can be reflected through the writing. In academic writing, the writer possesses more freedom of expressing his/her feeling through the writing. Whereas the technical writing is more straightforward to its subject. The used terms and the structures of writing is also different from the academic writing. Here the author also enjoys less freedom while composing the piece of writing as he/she has to describe about a specific item as elaborately and as instructively as possible (Hyland, 2014).
- The purpose of both of the writings is also different from each other. In academic writing, the main purpose of the author is to explain a specific subject matter by providing his/her own point of view. The writings can be served various purposes such as debate, information, description, comparison or criticism. For each kind of purposes, there can be different types of writing styles can be noticed. Though in

technical writing, its main purpose is to clarify the main idea of the subject to its specified readers in a distinguished manner. Though the purpose of writing a guide or tutorial for a software and writing a report analyzing the financial statement of a company can be different, but the main purpose of the technical writing remains same which is to describe the procedures of the subject to its readers as clearly as possible.

Though the academic writing and technical writing differs from each other in many aspects, it is very important for the career aspirants in the writing field to know how to write both of them if they want to build a successful career. Both of these writing styles are being adopted by the various industries of every nation day by day and the demand is growing successively. Both of these styles require an in-depth knowledge about the subject, an expressive way of describing it and a strong command over the language to compose a great piece of writing.

Features of Academic and Technical Writing:

Purpose:

Academic Writing: The purpose can be to express a point of view, present findings of a new research, etc.

Technical Writing: The purpose is to inform and clarify something to the audience.

Audience:

Academic Writing: Academic writing is aimed at scholars of a particular discipline.

Technical Writing: Technical Writing can be aimed at a particular group of individuals or even a lay person.
