



English iii

Technical Report Writing

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DATE :: 22-6-2020

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Question 1

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

Learning Objectives

1. Differentiate between a report and an essay as two distinct forms of written communication.
2. Know the forms and methods of investigation (Research).
3. Know the various types of reports and their essential elements.
4. Learn how to write both long and short formal reports in a clear objective style and appropriate layout.
5. Write abstracts and summaries, introductions, conclusions and recommendations.
6. Develop skills in organizing and outlining.
7. Understand the role and use of graphics in reports.

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 one of the great importance of report.

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.

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.

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.

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

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.

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.

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.

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.

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.

Question 2

Write down the format for Research Proposal?

Research:

The systematic investigation into and the study of material and sources in order to establish fact and reach new conclusion.

Proposal:

A plan or suggestion, especially a formal or written one, put forward for consideration by others.

Definition of research proposal:-

A research proposal is a document written by a researcher that provide a detail description of the proposed program .

Format of research proposal:-

→The answer to the question, “What is research proposal format?” is simple. It begins with the description, which is basically a one or two page summary, or overview, written in such a way that someone not familiar with the subject matter can still understand it. They need to be able to understand the methods about which you are writing as well as the goals of your research. Your research proposal is not the place for jargon. The layman is generally not going to understand what any of those things mean, so you need to keep your writing as clean as possible. You will have to repeat some of the description’s information later in your proposal yourself, but that is expected and rest assured that you will not be faulted for it.

→The second section of your **research proposal** is the introduction. It begins with the **literature review**, which again needs to be written in such a way that anyone will know what you are trying to say. The review itself contains background information – clinical, scientific; basically whatever applies to the subject of your paper. It is a place where you will discuss literature which has already been published, specifically as it applies to your research proposal.

→The next subsection under the introduction heading is the rationale, which is just a short section including your hypothesis. It does not need to be longer than a page, and sometimes a paragraph is sufficient. The rationale needs to contain several important elements

→ The third second of the proposal is the research design. In this section, you generally need a narrative about your project, you need to justify all methods you will be using, and you often need a flow chart.

→ When thinking about **what is research proposal** format, you also have to consider the elements that may seem less important but are actually quite necessary. These sections include the cover page, the timeline, the units needed for the project, and all references.

Elements of research proposal:-

The Research Proposal and Report

- General
- Style, layout, and page formatting
- Outline of the chapters and sections
- 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).

Question 3

Elaborate the process of Technical Report Writing?

Ans: **The Writing Process:**

Why do you need a writing process?

It can help writers to :

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

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
- Outlining
- Organizational Charts

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:

- Review higher-order concerns:
 - Clear communication of ideas
 - Organization of paper
 - Paragraph structure
 - Strong introduction and conclusion
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Question 4

What are Footnotes and Endnotes, explain in detail?

Ans:

Footnotes:-A footnote is additional information found at the bottom of the current page in a document. Superscript number are used in both the document and the footnote to help reader match the text to the supplemental information at the bottom.

Endnotes:-An endnote is similar, but they are only found at the end of document and contain in reference information about quoted material.

EXPLAIN:-

Both footnotes and endnotes are common writing tool features implemented when using various citation styles. They provide writers with a clear method of

directing the reader to further information on the research topic and additional citations.

Including additional information

Expanding a thought

Providing background information

Giving your reader further sources they can explore

It's important to note that foot- and endnotes can also be used instead of in-text citations, i.e., instead of placing the author(s) and publication year in parenthesis for a reference. This means that if you used footnotes, you wouldn't include a reference list at the end of your work because you included the references within the writing. And with endnotes, you would have an "Endnotes" (or "Notes") page instead

Difference and similarities:-

➔The main difference between footnotes and endnotes is:

Footnotes appear at the bottom (or foot) of the page in which the reference was made.

Whereas endnotes appear at the end of a piece of work, or a chapter, on a separate page entitled "Endnotes" or simply "Notes". This section is included before your references or bibliography page.

➔ In terms of similarities, both are signified in the text by a superscript Arabic number, and the numbers are ordered sequentially, e.g.,

If you wanted to add some additional information at the end of this sentence, this foot- or endnote would be numbered as one.¹ Then, you might want to add some more supplementary information here,² so the next foot- or endnote would be numbered two. The foot- or endnote number corresponds to the relevant content

Advantages and disadvantages of footnotes and endnotes:-

Advantages:

1)Footnotes:- A reader only has to look at the bottom of the page to find the corresponding footnote. You don't need to include a separate section

2)Endnotes:- As they're located in a separate section, they're not as distracting as footnotes. Your reader can easily look over all supplementary material as it's in one space.

Disadvantages:-

1)Footnotes:- If you include a few footnotes on one page, it can make the page appear cluttered. In fact, if the footnote is particularly long, it can take up more space than the main text

2)Endnotes:- A reader has to go to a different page to access the endnote. They can be more confusing to use if you have different chapters.

Question 5

Define and differentiate Academic and Technical writing?

Ans:

Academic Writing Vs Technical Writing:

Academic writing is relatively complex because most of the academic papers are tied to a specific discipline or study area. Unlike many would think, this type of writing is done in the business and computer sector also, and today these are the two main sectors for academic writing. Scholarly articles and textbooks in either of these sectors will contain a lot of detail. Each technical area will have specialized terminologies that are not known to a normal person.

Technical writing is closely related to the description of a product. The main strategy followed in technical writing is to clearly explain the steps to accomplish the task in such a way that any person will be able to do it.

Technical writing mainly consists of user manual preparation that contains detailed working and properties of an equipment or product. Other types of

technical writings include business letters, memos, product descriptions, warning labels and, to some extent, editorial letters.

Comparison between academic writing and technical writing:

There are very important differences between academic and technical writing. A good academic writer may not be a good technical writer and vice versa.

- 1) The purpose of academic writing is to represent the result obtained from one's academic research. However, in some cases, it is also used to show some one's point of view about a topic. The purpose of technical writing is to describe the working of a product or steps involved in a process.
- 2) The targeted audience is different in both cases. Academic papers are often read by research scholars or academic professionals who are interested in that particular area. Technical writing mainly is intended for the normal layman or government inspectors who need to know the task followed by a particular company.
- 3) Academic writing jobs are mainly for professionals who already know the research and academic responsibilities. Academic writers can be expert in a particular domain like physics, mathematics, etc.

Thank You