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SUBJECT ENGLISH III

QUESTION NO 1

ANS:-

ABSTRACT:

The word abstract comes from the Latin abstractum, which means a condensed form of a longer piece of writing. There are two main types of abstract:

- (1) Descriptive abstract.
- (2) Informative abstract.
- The type of abstract you write depends on your discipline area.

- **Why do we write abstract?**

Abstract are important parts of reports and research papers and sometimes academic assignments. The abstract is often the last item that you write, but the first thing people read when they want to have a quick overview of the whole paper. We suggest you leave writing the abstract to the end, because you will have a clearer picture of all your findings and conclusions.

- **How do I write an abstract?**

- First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.
- Next read these sentences again to ensure that they cover the major points in your paper.
- Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.
- Check the word length and further reduce your words if necessary by cutting out unnecessary words or rewriting some of the sentences into a single, more succinct sentence.
- Edit for flow and expression.

- **What makes a good abstract?**

- A good Abstract
- Uses one well-developed paragraph that is coherent and concise, and is able to stand alone as a unit of information
- Covers all the essential academic elements of the full-length paper, namely the background, purpose, focus, methods, results and conclusions
- Contains no information not included in the paper
- Is written in plain English and is understandable to a wider audience, as well as to your discipline-specific audience
- Often uses passive structures in order to report on findings, focusing on the issues rather than people
- Uses the language of the original paper, often in a more simplified form for the more general reader
- Usually does not include any referencing
- In publications such as journals, it is found at the beginning of the text, while in academic assignments, it is placed on a separate preliminary page.

- **Descriptive abstract:**

- Descriptive abstract are generally used for humanities and social science papers or psychology essays. This type of abstract is usually very short (50-100 words). Most descriptive abstracts have certain key parts in common. They are:

- Background
- Purpose
- Particular interest/focus of paper
- Overview of content (not always included)

- **(2) Informative abstracts:**

- Informative abstracts are generally used for science, engineering or psychology reports. You must get the essence of what your report is about, usually in about 200 words. Most informative abstract also have key parts in common. Each of these parts might consist of 1-2 sentences. The parts include:

- Background
- Aim or purpose of research
- Method used
- Finding/results
- Conclusion.

QUESTION NO 2

Explain the process of technical report writing?

ANS:

TECHNICAL REPORT WRITING:

Technical writing refers to any writing that deals with a specialized area usually in science or industry. Because technical writing usually deals with an object, a process, or an abstract idea, the language is utilitarian, stressing accuracy rather than style. The tone is objective: the technical content, not the author's voice, is the focal point. The purpose is to accurately transmit technical information.

Good technical writing is:

1) Logical:

Papers usually have an introduction, data section, analysis section, results section and a conclusion. Organization is important for clarity.

2) Accurate:

Since the goal is to transmit technical information, the facts, theories and observation should be correct. Based your conclusion only on facts not assumptions. Readers make scientific decisions based on data presented. The results of good scientific work can be obscured by report that are full of inaccuracies.

3) Consistent:

Capitalization, units of measure, use of abbreviations, punctuation and rules of grammar should be correct and consistent. Inconsistencies in technical writing will confuse the reader and convince them that the scientific work being presented is as sloppy as your writing. The goal is to produce a document that is written by an educated, literate person.

4) Clear:

- Keep the writing short and simple. Use small words not big ones. Keep sentences, paragraphs and sections short. Limit each paragraph or section to one central idea.
- Active voice is preferable to passive voice and uses fewer words.

- Avoid technical jargon. Some terminology is necessary and valid. But too much makes the writing incomprehensible. Technical writers need to consider their audience. Since a single document maybe read by a wide variety of individuals, write so that the most non-technical reader can understand it.

5) Grammatically correct:

Misspelled words and sloppy grammar point to author who are lazy and uncaring about their work.

6) Concise:

People are extremely busy. Concise writing is easier and less time consuming to read. Your words should be precise and well organized. Get to the point quickly, and stick to it. State the problem clearly, analyze the problem, and summarize the results. Include only useful references. The length of the piece is no guide to its importance.

7) Persuasive:

The document should offer clear, objective presentation of the fact that support your ideas, opinions and recommendations.

8) Interesting:

If a document is going to be read, it has to keep the readers interest.

QUESTION NO 3

What is library, also explain the rules of library?

ANS:-

LIBRARY:

The word library has been derived from the Latin word “Libraria” which means a place where books and other reading materials are stored. According to the Oxford English Dictionary “Library is a building, room or set of rooms, containing a collection of books for the use for the public or of some particular portion of it, or of the members of some society, or the like; a public institution or establishment, charged with the care of a collection of books, and the duty of rendering the books accessible to those who required to use them”.

Rules of library:

1. Any material leaving the library must be properly borrowed.
2. Books in the reference section, serials or reserved units may not be removed from the library.
3. It is an offence to keep materials (books) beyond the date specified for return.
4. Penalties (fine) will be charged for over-due books.
5. Returned books must be delivered at the loans' desk.
6. All consulted books must be left on the reading tables.
7. No readers may enter any part of the library marked 'private or work-room' unless by permission.
8. Any person who is suspected to be security risk may be ordered out of the library.
9. Indecent dressing will not be allowed into the library.
10. The use of naked light is not allowed in the library.
11. Marking or underlining of the library books is not allowed.
12. Briefcases, luggage, umbrella, camera etc... are not allowed into the library.

13. Smoking, eating etc... is not allowed in the library.
14. Pets must not be brought into the library.
15. Silence must be maintained in and around the library.
16. Only registered users are allowed to use the library resources.
17. Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
18. The use of cell phone is prohibited in the library.
19. Reservation of seat in the library is prohibited.
20. Book mutilation, pilfering, theft are all prohibited.