

**Final-Term – Semester Assignment**

**Program: BS (C.S/S.E/Tele)**

**Course Title: English III (TRW)**

**Total Marks: 50**

**Instructor: Naeem Ullah Kaka Khel**

**Time Allowed: 06 Hours**

**Note: Attempt all the Questions. All questions carry equal marks.**

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### **Question 1**

What are the Objectives for Report writing, explain in detail? (10)

**Answer:** Report is an orderly and objective communication of factual information that serves some business purpose.

#### **OBJECTIVES FOR REPORT WRITING:**

Following are the objectives of report writing in general which includes about all the types of report writing:

1. Understand the purpose of a report.
2. Planning a report.
3. Understanding structure of the report.
4. Collecting information for the report (methodology/ tools).
5. Organizing the information.
6. Use an appropriate style of writing.
7. Present data effectively.
8. Understand how to lay out your information in an appropriate way.

#### **1. PURPOSE OF THE REPORT:**

This part includes that the report you are going to write is going to whom and in which context. Defining the purpose of your report is most important. Once you have determined the purpose of the report, it will be easier to define your audience and the information you need to collect.

#### **2. PLANNING A REPORT:**

Planning includes Seven steps:

- I. Defining the problem.
- II. Defining Audience.
- III. Determining the ideas to include.
- IV. Information sources.
- V. Sorting and evaluating information.
- VI. Organizing the work and data.
- VII. Preparing outline.

Planning is the backbone of every report because it will decide your time frame in which all work will be done.

#### **3. STRUCTURE OF A REPORT:**

Structuring data is very important in every regard, because a structured thing looks crystal clear and it's easy to grab data from. one should know about the structure of report writing. Structure includes the following steps:

- I. Title Page.
- II. Introduction.
- III. Discussion.
- IV. Recommendations.
- V. References.

#### **4. METHODOLOGY:**

The methodology section of a **report** details how the research was conducted, the research methods used and the reasons for choosing those methods. It should outline: the participants and research methods used, e.g. surveys/questionnaire, interviews. refer to other relevant studies.

#### **5. ORGANIZING INFORMATION:**

By using appropriate headings in their reports, writers are more likely to address their readers' needs for information. Organizing information under headings makes writing tasks easier and reports more complete.

#### **6. APPROPRIATE STYLE OF WRITING:**

The style of reports should be concise, giving precise detail. Flowery language should **not** be used. Data may be presented as charts, graphs or tables, if appropriate. Descriptions of methodology should be sufficiently clear and detailed to allow someone else to replicate them exactly.

#### **7. PRESENTATION OF DATA:**

The data should be organized in such a way that every fact and figure is accurate and clear to understand, and is arranged in such a proper manner which does have the connection with the previous or upcoming statement to be made.

#### **8. PREPARING OUTLINE:**

An **outline** contains three main parts: an introduction, the body, and a conclusion. Part of the organizing process involves using Roman numerals (I, II, III), letters from the alphabet (A, B, C), and sometimes Arabic numerals (1, 2, 3). Those are used in the body alone.

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#### **Question 2**

Write down the format for Research Proposal?

(10)

**Answer:** there are nine steps included in the format of a research proposal:

1. Title.
2. Introduction.
3. Statement of the problem.
4. Review of related literature.
5. Hypothesis.
6. Objective of study.
7. Work plan.
8. Methodology, Research design, sample.
9. References.

## **1. TITLE:**

While writing a proposal title we have to keep these steps in mind:

- a. Ask yourself a few questions about your research paper.
- b. Identify and list keywords and phrases from these responses
- c. Use these keywords to create one long sentence
- d. Create a working title
- e. Eliminate all extra words or phrases to meet a suitable word count; place keywords at the beginning and end of your title

## **2. INTRODUCTION:**

If you want others to *cite* your paper, you should make sure they *read* it first. Let us assume that the title and the abstract of your paper have convinced your peers that they should see your paper. It is then the job of the Introduction section to ensure that they start reading it and keep reading it, to pull them in and to show them around as it were, guiding them to the other parts of the paper (Methods, Results, Discussion, and Conclusion).

To write a proper introduction we have to keep these 4 steps in our mind:

- i. Provide background information and set the context.
- ii. Introduce the specific topic of your research and explain why it is important.
- iii. Mention past attempts to solve the research problem or to answer the research question.
- iv. Conclude the Introduction by mentioning the specific objectives of your research.

## **3. PROBLEM STATEMENT:**

A research problem is an area of concern or a gap in the existing knowledge that points to the need for further understanding and investigation. A problem statement is used in research work as a claim that outlines the problem addressed by a study. The problem statement briefly explains the problem that the research will address. If the topic of your research is food safety in the school feeding system, you need to first identify why food safety is lacking in schools. Your problem statement can explain that food safety in school feeding systems is an important concern and point towards a gap in research that shows that this problem has not been addressed.

There are some 3 steps we can place in our mind while writing a proposal:

1. Contextualize the problem
2. Show why it matters
3. Set your aims and objectives

## **4. LITERATURE REVIEW:**

A literature review is a survey of scholarly sources on a specific topic. It provides an overview of current knowledge, allowing you to identify relevant theories, methods, and gaps in the existing research.

This also includes some steps to be kept in mind:

1. Search for relevant literature
2. Evaluate sources
3. Identify themes, debates and gaps
4. Outline the structure
5. Write your literature review

## **5. OBJECTIVE OF THE STUDY:**

Research objectives describe concisely what the research is trying to achieve. They summarize the accomplishments a researcher wishes to achieve through the project and provide direction to the study. A research objective must be achievable, i.e., it must be framed keeping in mind the available time, infrastructure required for research, and other resources. Before forming a research objective, you should read about all the developments in your area of research and find gaps in knowledge that need to be addressed. This will help you come up with suitable objectives for your research project.

## **6. WORK PLAN:**

Having described how you intend to complete your research project, you now need to pin it down to a realistic and achievable timescale. If you are applying for external funding then the funding period may be pre-determined and it will be incumbent upon you to fit within this. Even if you are running a modest in-house project there may well be constraints on the timing of your project, for example, limiting your research to when key service users are available or when service changes are implemented.

To determine the overall time span of your project you need to work out how long each part of the project is likely to take, whether any activity depends on the completion of another and whether tasks can be done concurrently. So for example, it may be possible to transcribe earlier interviews in between conducting the later interviews (so the two activities are concurrent or parallel) but data analysis cannot be started until data collection is complete (thus these tasks are sequential). With this information you will be able to calculate the minimum time you need to complete your project.

We can make a table or Giant table to follow or do our tasks.

## **7. METHODOLOGY:**

In your thesis or dissertation, you will have to discuss the methods you used to do your research. The methodology chapter explains what you did and how you did it, allowing readers to evaluate the reliability and validity of the research. It should include:

- The type of research you did.
- How you collected your data.
- How you analyzed your data.
- Any tools or materials you used in the research.
- Your rationale for choosing these methods.

## **8. REFERENCES:**

A reference page is the last page of an essay or research paper that's been written in APA style. It lists all the sources you've used in your project, so readers can easily find what you've cited.

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### **Question 3**

Elaborate the process of Technical Report Writing?

(10)

Answer:

### **PROCESS OF TECHNICAL REPORT WRITING:**

It includes three steps:

1. Pre-writing.
2. Writing.
3. Re-writing

## **1. PRE-WRITING:**

Pre-writing includes:

- A. Examining the purpose.
- B. Determining the goal.
- C. Considering the audience.
- D. Gathering the data.
- E. Determination of the context providence.

Two motives are also included in this:

- 1. External Motivation is if someone asks you to write.
- 2. Internal Motivation when we write on our own.

It also includes:

- I. Brainstorming
- II. Freewriting
- III. Mind Maps
- IV. Drawing /Doodling
- V. Asking Questions
- VI. Outlining

## **2. WRITING:**

In this step we write and organize our pre-writing in proper formatting and in the standard ways keeping in mind that the reader can easily read it in a proper manner.

## **3. RE-WRITING:**

It includes three steps:

- a. Revision.
- b. Editing.
- c. Proofreading.

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### **Question 4**

What are Footnotes and Endnotes, explain in detail? (10)

Answer:

#### **FOOTNOTES:**

Note citing a particular source or making a brief explanatory comment placed at the bottom of a page corresponding to the item cited in the corresponding text above.

#### **ADVANTAGES:**

- Readers interested in identifying the source or note can quickly glance down the page to find what they are looking for.
- It allows the reader to immediately link the footnote to the subject of the text without having to take the time to find the note at the back of the paper.
- Footnotes are automatically included when printing off specific pages.

## **DISADVANTAGES:**

- Footnotes can clutter up the page and, thus, negatively impact the overall look of the page.
- If there are multiple columns, charts, or tables below only a small segment of text that includes a footnote, then you must decide where the footnotes should appear.
- If the footnotes are lengthy, there's a risk they could dominate the page, although this issue is considered acceptable in legal scholarship.

## **EXAMPLE:**

Here is an example<sup>1</sup> of a footnote.

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<sup>1</sup> An example to help demonstrate the proper notation and implementation of a footnote.

## **ENDNOTES:**

Note citing a particular source or making a brief explanatory comment placed at the end of a research paper and arranged sequentially in relation to where the reference appears in the paper.

## **ADVANTAGES:**

- Endnotes are less distracting to the reader and allow the narrative to flow better.
- Endnotes don't clutter up the page.
- As a separate section of a research paper, endnotes allow the reader to read and contemplate all the notes at once.

## **DISADVANTAGES:**

- If you want to look at the text of a particular endnote, you have to flip to the end of the research paper to find the information.
- Depending on how they are created [i.e., continuous numbering or numbers that start over for each chapter], you may have to remember the chapter number as well as the endnote number in order to find the correct one.
- Endnotes may carry a negative connotation much like the proverbial "fine print" or hidden disclaimers in advertising. A reader may believe you are trying to hide something by burying it in a hard-to-find endnote.

## **EXAMPLE:**

Here is an example of an endnote which cites Computer Hope as a source.<sup>1</sup>

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<sup>1</sup> Notation and implementation of endnotes and footnotes (<https://www.computerhope.com/jargon/f/footnote.htm>, 2019)

## **DIFFERENCE:**

The most obvious difference between footnotes and endnotes is the placement of each within a paper. Footnotes are found at the bottom of a page (i.e. in the footer) and endnotes are located at the end of a complete document, or sometimes at the end of a chapter or section.

While the content in footnotes and endnotes can look the same, they serve different functions. Footnotes are used as a citation vehicle for a short citation, while endnotes can contain more text without compromising the format of the paper. They each also typically use a different numbering system, which allows the reader to determine where they should look for the additional information (either in the footer of the page, or at the end of the document).

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## **Question 5**

Define and differentiate Academic and Technical writing?

(10)

Answer:

### **ACADEMIC WRITING:**

Academic writing refers to a style of expression that researchers use to define the intellectual boundaries of their disciplines and specific areas of expertise. Characteristics of academic writing include a formal tone, use of the third-person rather than first-person perspective (usually), a clear focus on the research problem under investigation, and precise word choice. Like specialist languages adopted in other professions, such as, law or medicine, academic writing is designed to convey agreed meaning about complex ideas or concepts for a group of scholarly experts.

**OR**

Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader's understanding.

It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.

Each subject discipline will have certain writing conventions, vocabulary and types of discourse that you will become familiar with over the course of your degree. However, there are some general characteristics of academic writing that are relevant across all disciplines.

### **Academic writing is:**

- Planned and focused: answers the question and demonstrates an understanding of the subject.
- Structured: is coherent, written in a logical order, and brings together related points and material.
- Evidenced: demonstrates knowledge of the subject area, supports opinions and arguments with evidence, and is referenced accurately.
- Formal in tone and style: uses appropriate language and tenses, and is clear, concise and balanced.

**Here is a list of documents where academic writing is used. Some are self-explanatory and some have a brief explanation.**

- Books and book reports
- Translations
- Essays
- Research paper or research article
- Conference paper
- Academic journal
- Dissertation and Thesis - These are written to obtain an advanced degree at a college or university.
- Abstract - This is a short summary of a long document.
- Explication - This is a work which explains part of a particular work.

## **TECHNICAL WRITING:**

Technical writing is sometimes defined as *simplifying the complex*. Inherent in such a concise and deceptively simple definition is a whole range of skills and characteristics that address nearly every field of human endeavor at some level. A significant subset of the broader field of *technical communication*, technical writing involves communicating complex information to those who need it to accomplish some task or goal.

### **Goal of technical writing:**

Good technical writing results in relevant, useful and accurate information geared to specifically targeted audiences in order to enable a set of actions on the part of the audience in pursuit of a defined goal. The goal may be using a software application, operating industrial equipment, preventing accidents, safely consuming a packaged food, assessing a medical condition, complying with a law, coaching a sports team, or any of an infinite range of possible activities. If the activity requires expertise or skill to perform, then technical writing is a necessary component.

### **Categories:**

1. Contracts
2. Online and embedded help
3. Requirements specifications
4. Customer Service scripts
5. Policy documents
6. Process flows
7. Training course materials
8. Design documents
9. Project documents
10. User manuals
11. FAQs (Frequently Asked Questions)
12. Product catalogs
13. Warning labels

And many more like this.

**Technical writing follows a development lifecycle that often parallels the product development lifecycle of an organization:**

1. Identification of needs, audience(s), and scope
2. Planning
3. Research & content development
4. Testing / review and revision
5. Delivery / production
6. Evaluation and feedback
7. Disposition (revision, archiving, or destruction)

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**GOOD LUCK !**