Name: Umair Khan

ID: 6949

Paper: English-III

Q1. What is an abstract, explain in detail?

DEFINITION AND PURPOSE OF ABSTRACTS

An abstract is a short summary of your (published or unpublished) research paper, usually about a paragraph (c. 6-7 sentences, 150-250 words) long. A well-written abstract serves multiple purposes:

an abstract lets readers get the gist or essence of your paper or article quickly, in order to decide whether to read the full paper; an abstract prepares readers to follow the detailed information, analyses, and arguments in your full paper; and, later, an abstract helps readers remember key points from your paper. It's also worth remembering that search engines and bibliographic databases use abstracts, as well as the title, to identify key terms for indexing your published paper. So what you include in your abstract and in your title are crucial for helping other researchers find your paper or article. If you are writing an abstract for a course paper, your professor may give you specific guidelines for what to include and how to organize your abstract. Similarly, academic journals often have specific requirements for abstracts. So in addition to following the advice on this page, you should be sure to look for and follow any guidelines from the course or journal you're writing for.

THE CONTENTS OF AN ABSTRACT

Abstracts contain most of the following kinds of information in brief form. The body of your paper will, of course, develop and explain these ideas much more fully. As you will see in the samples below, the proportion of your abstract that you devote to each kind of information—and the sequence of that information—will vary, depending on the nature and genre of the paper that you are summarizing in your abstract. And in some cases, some of this information is implied, rather than stated explicitly. The Publication Manual of the American Psychological Association, which is widely used in the social sciences, gives specific guidelines for what to include in the abstract for different kinds of papers—for empirical studies, literature reviews or meta-analyses, theoretical papers, methodological papers, and case studies. Here are the typical kinds of information found in most abstracts: the context or background information for your research; the general topic under study; the specific topic of your research

the central questions or statement of the problem your research addresses

what's already known about this question, what previous research has done or shown

the main reason(s), the exigency, the rationale, the goals for your research—Why is it important to address these questions? Are you, for example, examining a new topic? Why is that topic worth examining? Are you filling a gap in previous research? Applying new methods to take a fresh look at existing ideas or data? Resolving a dispute within the literature in your field? . . .

your research and/or analytical methods

your main findings, results, or arguments

the significance or implications of your findings or arguments.

Your abstract should be intelligible on its own, without a reader's having to read your entire paper. And in an abstract, you usually do not cite references—most of your abstract will describe what you have studied in your research and what you have found and what you argue in your paper. In the body of your paper, you will cite the specific literature that informs your research.

WHEN TO WRITE YOUR ABSTRACT

Although you might be tempted to write your abstract first because it will appear as the very first part of your paper, it's a good idea to wait to write your abstract until after you've drafted your full paper, so that you know what you're summarizing. What follows are some sample abstracts in published papers or articles, all written by faculty at UW-Madison who come from a variety of disciplines. We have annotated these samples to help you see the work that these authors are doing within their abstracts.

CHOOSING VERB TENSES WITHIN YOUR ABSTRACT

The social science sample (Sample 1) below uses the present tense to describe general facts and interpretations that have been and are currently true, including the prevailing explanation for the social phenomenon under study. That abstract also uses the present tense to describe the methods, the findings, the arguments, and the implications of the findings from their new research study. The authors use the past tense to describe previous research.

Q2. Explain the process of technical writing?

Technical writing has four steps: Planning, writing, delivery, and archiving. The planning and writing steps can overlap, but generally, they are performed in this order. The following is a breakdown of the technical writing process:

Planning

The Technical Writer gathers all information relevant to the project, including subject matter, document specifications, and audience analysis. The Technical Writer reviews existing corporate materials and may look at the competition's offerings. The Assignment Editor or Project Manager gives the writer clear expectations, a budget and deadlines. The Writer must know how the final product should differ from what is already available. The Writer prepares an outline of the project, usually as a table of contents (TOC), and estimates a period for delivery. If the corporation does not have a Production Department, then the Project Manager arranges a contract with an external printer, broadcaster, or CD press. The Circulation Manager and Webmaster determine when and how the finished document will be distributed. The Writer may consult the Quality Assurance Manager about reviewing the document's success and making any necessary version changes.

Writing

The writing phase includes research, interviews, site visits, creating graphics, preparing a glossary of technical terms, writing the content, indexing, listing references, obtaining permissions and registering copyright. The Writer checks with the Project Manager at regular intervals to confirm the document is on schedule and within budget. The SME (Subject Matter Expert) validates the technical information, or the document goes through another form of peer review. The Attorney and Risk Manager approve the content and add a legal disclaimer, if necessary. The Editor and Proof-reader ensure the document has correct grammar, spelling, formatting, and follows the appropriate style guide. The Graphic Artist ensures the illustrations are suitable for the chosen media (e.g., by digitizing hard copy, designing a CD cover, etc.). The Writer may teach a pilot course to debug the document. The Printer and Web Designer take the galley copy and convert it to its finished format for delivery.

Delivery

The final document is sent to the Production Department or to an external provider, where it is put into one or all of the following formats:

1. CD-ROM, which requires burning, labelling, and packaging

2. Print, which requires a press run and assembly

3. Digital for integration into existing systems, as directed by the Systems Architect

The Circulation Manager and Webmaster schedule delivery. If the document contains minor errors, such as incorrect spelling or typos, then the Editor issues errata to users. If the document needs a last minute addition, then the Editor issues an addendum. If a section needs to be subtracted from the document, or if significant corrections are necessary, then the Editor issues a corrigendum. It increases the expense of the document if the Editor must issue any kind of update or correction. It may also damage the credibility of the publisher and create legal problems. Therefore, the Technical Writer works with the Editor and Programmers to ensure that the entire document is correct and current before it goes to press.

Archiving

The Technical Writer gives an editable version of the document to the Librarian or Administrative Assistant for archiving. The document must be carefully coded and archived so it can be retrieved and updated later. If the document is a security risk, it may be password protected or access restricted by the appropriate authority. If the Technical Writer is a freelance contractor, who may be unavailable to update the documents later, then it is especially important that his or her successor can find and open the document easily. Every company has a different system for naming and filing documents; each project should be clearly labelled and editable by authorized persons only.

Q3. What is library, also explain the rules of library?

What is Library?

The word library comes from the Latin word "Librarian" which in turn from "Liber" meaning a book In literal sense, therefore a library is a collection of book. Many years ago a well-known Librarian said "A Library consists of books, brains and a building by which he meant stock staff and accommodation". Actually, there must be a forth element and is "Readers".

Actually the English word library refers to a collection of books gathered for study, research, reference and recreation.

An early meaning, how obsolete is that "a library is a place where books are written" During the latter half of the 14th century the term "Library" was defined as a place where books are kept for reading, study or reference.

By the 19th century the word "Library" denoted a building, room or set of room containing collection of books for the use of public or some portion of it or the member of the society.

Definition of Library:

A Library is defined as a place in which books, manuscripts, musical scores, or other literary and artistic material are kept, for use but not for sale" and as an institution for the custody or administration of such a collection.

Library Rules and Regulations:

General Rules:

Identity Card is compulsory for getting access to the library

Silence to be maintained

No discussion permitted inside the library

Registration should be done to become a library member prior to using the library resources

No personal belongings allowed inside the library

Textbooks, printed materials and issued books are not allowed to be taken inside the library

Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.

Enter your name and Sign in the register kept at the entrance counter before entering library

Show the books and other materials which are being taken out of the library to the staff at the entrance counter.

The librarian may recall any book from any member at any time and the member shall return the same immediately.

Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.

Refreshment of any kind shall not be taken anywhere in the library premises