



Final-Term – Semester Assignment

- Subject : English-III
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Question 1

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

Ans: **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.

The five major stages of report preparation are

1. Gathering the data (or developing the theory)
2. Analyzing and sorting the results
3. Outlining the report
4. Writing the rough draft
5. Revising the rough draft



Question 2

Write down the format for Research Proposal?

Ans: For a lot of students this is one of the hardest parts of the whole process. It is full of details and it has to be concise yet thorough. Knowing the correct format from the get go, however, can help make the process endlessly easier. In addition, it can help you to sort out your **dissertation research methods** right from the start.

Succinctly, 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. In general, at least in the proposal itself, the **literature review** does not need to be more than five pages long. Traditionally, between ten and twenty references will suffice.

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, such as short but thorough statements detailing the issue your research is dealing with, the methods you intend to use, and how the ultimate results will be significant to the subject matter.

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 considering a question “**What is research proposal** format?” the fourth section is crucial. It is where the analysis of your data and your interpretation of it will go. In this section, it is important that you know **how to write methodology**. You may not need to focus on the **methodology chapter** that much in your proposal, but it can seriously help you when you get to the actual project. This is also where you sketch out how you will present the data, and other such technical aspects.

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 you cited in your **research proposal**.

Style, layout, and page formatting

Title page

All text on the title page is centered vertically and horizontally. The title page has no page number and it is not counted in any page numbering.

Page layout

Left margin: 1½"

Right margin: 1"

Top margin: 1"

Bottom margin: 1"

Page numbering

Pages are numbered at the top right. There should be 1" of white space from the top of the page number to the top of the paper. Numeric page numbering begins with the first page of Chapter 1 (although a page number is not placed on page 1).

Spacing and justification

All pages are single sided. Text is double-spaced, except for long quotations and the bibliography (which are single-spaced). There is one blank line between a section heading and the text that follows it. Do not right-justify text. Use raggedright.

Font face and size

Any easily readable font is acceptable. The font should be 10 points or larger. Generally, the same font must be used throughout the manuscript, except 1) tables and graphs may use a different font, and 2) chapter titles and section headings may use a different font.

References

APA format should be used to cite references within the paper. If you name the author in your sentence, then follow the authors name with the year in parentheses. For example:

Jones (2004) found that...

If you do not include the authors name as part of the text, then both the author's name and year are enclosed in parentheses. For example:

One researcher (Jones, 2004) found that...

A complete bibliography is attached at the end of the paper. It is double spaced except single-spacing is used for a multiple-line reference. The first line of each reference is indented.

Examples:

Bradburn, N. M., & Mason, W. M. (1964). The effect of question order on response. Journal of Marketing Research 1 (4), 57-61.

Bradburn, N. M., & Miles, C. (1979). Vague quantifiers. Public Opinion Quarterly 43 (1), 92-101.



Question 3

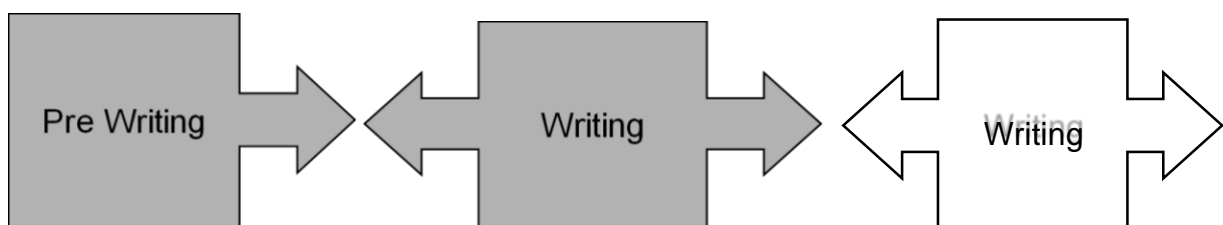
Elaborate the process of Technical Report Writing?

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.



- 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



Question 4

What are Footnotes and Endnotes, explain in detail?

Ans: Footnotes and endnotes are a way of:

- Including additional information
- Expanding a thought
- Providing background information
- Giving your reader further sources they can explore

Explanation:

- 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

Differences and similarities:

- The main difference between footnotes and endnotes is:
- u Footnotes appear at the bottom (or foot) of the page in which the reference was made;
- u 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.

Similarities:

- 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:

- Choose between either footnotes or endnotes: don't use both. To help you make up your mind, here's a table listing the advantages and disadvantages of both.

Footnotes Advantages:

- 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

Footnotes Disadvantages:

- 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.

Endnotes Advantages:

- 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.

Endnotes Disadvantages:

- 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



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.

4) Technical writers are able to convert complex technical terms into simple language that can be understood by all. Technical writers can specialize in a particular area like medical writing, software writing, etc.



THE END

