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**PAPER : ENGLISH III (TRW)**

**FINAL TERM**

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### **Question 1**

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

#### **ANS : Objectives of Report writing**

**1)Decision Making Tool:** Today's complex business organizations require thousands of information. 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.

**2)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.

**3)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.

**4)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.

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

**6)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.

**7)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.

**8)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.

**9)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.

**10)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?**

**Answer:**

- **Title**
- **Introduction**
- **Statement of the problem**
- **Literature Review**
- **Hypotheses**
- **Work Plan**
- **Methodology**
- **Research Design**
- **Population and sampling**
- **References**

**Title**

The title should be Precise and accurate, Unambiguous and we should avoid extremely long titles.

## **Introduction**

Its aim is to orient the readers towards the topic while explain the importance and relevance of the topic. It justifies the choice of the topic.

## **Statement of the problem**

The problem statement describes the context for the study and it also identifies the general analysis approach. It should indicate what the researcher needs to do and what will be its relevance.

## **Literature Review**

It shares the reader the results of other studies that are closely related to the study being reported. It also prevents the duplication of work that has been done before. It consists a theoretical framework and provides a summary.

## **Hypotheses**

Hypotheses supports the literature and data. Using schematic figures and diagrams to help reviewer understand our model and idea. Its general objective is to state what researcher expects to achieve by the study in general terms.

## **Work Plan**

Include the major phases of the project, estimate when we will start each stage of the work and how long will it take, sequencing flow and timeline of the study.

### **Methodology**

- Subjective

Interviews, questionnaires, discussions and surveys.

- Objective

Experimental, use of measuring device, use of recording devices.

### **Research Design**

It includes descriptive case study, mix methods, quantitative and qualitative method designs.

### **Population and sampling**

It indicates our sampling techniques, cluster random sampling, size of sample, population, experimental and control groups, prevent of bias.

### **References**

Listing all references cited in the proposal, the references should be up to date, relevant and from an organic source.

## **Question 3**

### **Elaborate the process of Technical Report Writing?**

**ANS :**

The writing process has three stages

- Pre-Writing
- Writing
- Rewriting

**Pre writing**

- a) Examine your purpose
- b) Determine your goals
- c) Consider your audience
- d) Gather your data
- e) Determine how the content will be provided

There are two different motives

- **External Motivation**

If someone asks you to write

- **Internal Motivation**

If you write on your own

Reason for communicating

- a. Persuade an audience
- b. Instruct an audience

- c. Inform an audience of facts, concerns, or questions
- d. Build trust by managing work relationships.

### **Type of audience are we addressing in our communication**

- a) Management
- b) Sub ordinates
- c) Co workers
- d) Customer
- e) Multi-cultural group of individuals

### **Decide what we have to say**

- a. Brainstorming/Listing
- b. Mind Mapping
- c. Answering the reporters' questions
- d. Researching
- e. Outlining
- f. 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.

### **Rewriting**

- Revising
- Editing
- Proof reading

### **Revision**

- a. Review higher-order concerns:
- b. Clear communication of ideas
- c. Organization of paper
- d. Paragraph structure
- e. Strong introduction and conclusion

### **Question 4**

**What are Footnotes and Endnotes, explain in detail?**

**ANS :**

#### **Footnotes**

it is the additional information found at the bottom of the current page in a document. superscript numbers are used in both the document and the footnote to help reader match the text to the supplemental information at the bottom.



### **Advantages of using footnotes:**

- Easy to locate. readers can find footnotes at the end of the page.
- Guides readers directly and instantly to the citation or the idea related to the specific part of information.
- Footnotes are included automatically when printing specific pages.
- Does not take time to find the note at the back of the paper to link the footnote to the subject of the text.
- Readers can quickly look down the end of the page to find the extra information or identify a source.

### **Disadvantages of using footnotes:**

- Readers must go to another part or section to get detailed information this could be distracting
- Adding a lot of information in one footnote may dominate the page and distract readers from the main subject.
- If there are multiple columns, charts, or tables, short footnotes will be lost and need to be moved to another place.

### **Endnotes**

It is similar, but they are only found at the end of a document and contain reference information about quoted material.

### **Advantages of using Endnotes:**

- Endnotes are not distracting as footnotes because endnotes are usually located in a separate part of the paper.

- Readers can check all detailed and supplementary information in one located section of the paper.
- Readers can read all the notes at once.
- Endnotes do not clutter up the page.

### **Disadvantages of using Endnotes:**

- Readers must go to another part or section to get detailed information this could be distracting.
- Using endnotes can be confusing sometimes if there are different chapters. readers might need to remember chapter numbers and the endnote number to be able to find the correct endnote.
- Endnotes may carry a negative connotation much like the proverbial "fine print" or some hidden disclaimers in advertising

### **Question 5**

#### **Define and differentiate Academic and Technical writing?**

#### **ANS :**

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**