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**Q.1: what is an abstract, explain in detail?**

**ANS:**

**Abstract:**

The word abstract comes from the Latin abstract, 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 Abstracts?**

Abstract are important parts of reports and research papers and some times

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 sections 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.
- Insure you have written some things for each of the key points outlined above for either the descriptive or informative abstract.
- 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, method, results and conclusions.
- Contains no information not included in the paper.
- 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.

**Q.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 and industry. Because technical writing usually deals with an objects, 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 voice, is the focal point. The purpose is to accurately transmit technical information.

## **Good technical writing is:**

### **1. Logical:**

Paper's usually have an introduction, data section, analysis section, results sections and the conclusion. Organization is important for clarity.

### **2. Accurate:**

Since the goal is to transmit technical information, the facts, theories and observations should be correct. Base your conclusions only on facts not assumptions. Readers make scientific decisions based on data presented.

### **3. Consistent:**

Capitalization, units of measure, use of abbreviations, punctuations 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.

### **4. Clear:**

Keep the writing short and simple. Use small words not big ones. Keep sentences, paragraph and sections short. Limit each paragraph or sections to one central idea.



Active voice is preferable to passive voice and uses fewer words.

## **5. Grammatically correct:**

Miss spelled words and sloppy grammars point to authors 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 summaries the results.

## **7. Persuasive:**

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

## **8. Interesting:**

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

**Q.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.

### **Rules of library:**

1. Any materials 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 books beyond the date specified for return.
4. Penalties will be charged for overdue book.
5. Return books must be left on the reading tables.
6. Return books must be delivered at the loans’ desk.

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 library books is not allowed.
12. Briefcase, luggage, umbrella, camera etc. are not allowed into the library.
13. Smoking, eating are 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. The use of cell phone is prohibited in the library.
18. Reservation of seat in the library is prohibited.
19. Book mutilation, pilfering, theft are all prohibited.

