IQRA NATIONAL UNIVERSITY

Department of Computer Science

Technical Report Writing

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Midterm Assignment: 01

Q 1) What is an abstract, explain in detail?

(Answer): **ABSTRACT**

An abstract is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose.

TYPES OF ABSTRACT

There are following three types of abstract

1) Descriptive

2) Informative

3) Critical

(1) Descriptive

- **Include:**

    Purpose of the work (objectives)

    Method used

    Scope of work

- **Doesn't include:**

    Result, conclusion & recommendations

(2) Informative:

- **Include:**

Purpose of the work (objectives)

Method used

Scope of work

Result

Conclusion & recommendations.

(3) Critical:

Similar to review but shorter.

(Q2) Explain the process of technical report writing?

(Answer): pre writing > < writing > < re writing

PRE WRITING:

- Examine your purpose

- Determine your goals

- Consider your audience

- Gather your data

- Determine how the content will be provided

Examine your purpose:

What are your communicating?

External Motivation:

If someone ask 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 fact, concern or questions

Build trust by managing work relationships.

Consider Your Audience:

What types of audience are you addressing in your communicating?

Management

Sub ordinates

Co workers

Customer

Multi culture group of individual.

Gather Your Data:

Describe what you have to Say

Brainstorming \ Listing

Mind mapping

Answering the reporter 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.

Rewriting:

Revision

Editing

Proof reading

REVISION:

Higher order concern:

Clear communication of ideas

Organization of paper

Paragraph structure

Strong introduction and conclusion.

(Q 3) What is Library also explain the rules of library?

(Answer): __LIBRARY__

The word library has been derived from the Latin word " Libraria " which means a place where books and other reading material are stored .According to the Oxford English dictionary " Library is a building room or set of rooms ,containing a collection of books , for the use for the public or of some particular portion Of it , or of the member of some society or the like ; a public instructions of establishment , charged with the care of a collection of books , and the duty of rendering the books accessible to those who required to use them "'.

TYPES OF LIBRARIES:

(1) Public libraries

(2) Academic libraries

(3) Special libraries

(4) National libraries

(5) Contact libraries

Public Libraries:

The purpose and provision of the public library is to provide for every person the education obtainable through reading UNESCO manifesto which define public library as

(a) which is established under the clear mandate of law

(b) which is maintained wholly from public fund "

(c) which levies no " direct charge " on its users for any of its services and

(d) which is open" for free and equal use by all members of the community " regardless Of race, color etc.

Academic Libraries:

Academic libraries are generally located on college and university campuses and primarily serve the students and faculty of that and other academic institutions. Some academic libraries, especially those at public institutions, are accessible to members of the general public in whole or in part.

Special Libraries:

All other libraries fall into the "special library" category. Many private businesses and public organizations, including hospitals, churches, museums, research laboratories, law firms, and many government departments and agencies, maintain their own libraries for the use of their employees in doing specialized research related to their work. Depending on the particular institution, special libraries may or may not be accessible to the general public or elements thereof.

National Libraries:

A national or state library serves as a national repository of information, and has the right of legal deposit, which is a legal requirement that publishers in the country need to deposit a copy of each publication with the library. Unlike a public library, a national library rarely allows citizens to borrow books. Often, their collections include numerous rare, valuable, or significant work.

Contact Libraries:

Contact libraries come into existence to remove Misunderstanding among the natural and to promote culture contacts or understanding between people of different nations through the use of books.

RULES OF LIBRARY:

Any material leaving the library must be proper borrowed books in the reference section, serial or reserved units may not be removed from the library.

- It is an offence to keep materials (book) beyond the date specified the return.

- Penalties fine will be charged for overdue books.

- Returned books must be delivered at the loans Desk.

- All consulted books must be left on the reading table.

- No readers may enter any part of the library marked 'private or worked room ' unless by permission.

- Any permission who is suspected to be security risk may be order out of the library.

- Indecent dressing will not be allowed into the library.

- The use of naked light is not allowed in the library.

- Making or underlining of library books is not allowed.

- Briefcases, luggage, umbrella, camera etc are not allowed into the library.

- Smoking eating etc is not allowed in the library.

- Pets must not be brought into the library.

- Silence must be maintained in and around into the library.

- Only registered user are allowed to use the library resources the security personnel at the entrance for checking while leaving the library.

- The use of cell phone is prohibited in the library.

- Reservation of seat in the library prohibited.

- Books mutilation, pilfering theft are all prohibited.