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Exam.

Final-Term

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Q # 1

Ans: Technical Report writing refers to any writing that deal with a specialized area usually in science or industry.

Because technical writing usually deal with objects, a process or an abstract idea. The purpose is to accurately transmit technical information.

1) Logical:-

Paper usually have an introduction, Data section, Analysis section, Results section and a conclusion. Organization is important for clarity.

2) Accurate:-

Since the goal is to transmit technical information, the facts, theories and observations should be correct.

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Readers make scientific decisions based on data presented.

The results of good scientific work can be obscured by reports that are full of inaccuracies.

3) consistent:-

capitalization, units of measure, use of abbreviation, punctuation 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.

The goal is to produce a document that is written by an educated, literate person.

4) clear:-

Keep the writing short and simple, use small words not big ones. Keep sentences,

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Paragraph and sections short, limit each paragraph or section to one central idea.

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

Avoid technical jargon. Some terminology is necessary and valid. But too much makes the writing incomprehensible.

Technical writers need to consider their audience, since a single document may be read by a wide variety of individuals; write so that the most non-technical reader can understand it.

5) Grammatically correct:-

misspelled word and sloppy grammar point to authors who are lazy and uncaring about their work.

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6) Concise:-

People are extremely busy. Concise writing is easier and less time consuming to read.

Your word should be precise and well organized. Get the point quickly and stick to it. State the problem clearly, and summarize the results. Include only one reference.

The length of the piece is no guide to its impact.

7) Persuasive:-

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

8) Interesting:-

If a document is going to be read, it has to keep the reader's interest.

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Q # 2

Ans:-

(Format for Research Proposal)

1) Title:-

- * Precise and accurate
- * Unambiguous
- * Avoid extremely long title.

2) Introduction:-

- * orient the readers towards the topics
- * Explain the importance and relevance of the topic.
- * Justifies the choice of the topic.
- * Research question/hypothesis.

3) Statement of the problem:-

- * "The Problem statement describes the context for the study and is also identifies the 'General analysis approach'".
- * conveys information about a research problem.

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4) Literature review :-

- * It prevent the duplication of work that has been done before.
- * Theoretical framework.
- * A summary.

5) Hypotheses:-

- * Build the case to support the hypotheses with literature and data - - no reinventing the wheel.
- * State your hypothesis clearly in the abstract and specific aims. alternative hypothesis in case.

6) Objective of study:-

- * The general objective of a study states what researchers expect to achieve by the study in general terms.
- * What to achieve

7) Work Plan:-

- * include major Phases of Project
- * sequencing, flow and timeline of

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Study.

2) Methodology:-

subjective

- *1) Interviews
- *1) Questionnaires
- *1) Discussion
- *1) Surveys.

objective.

- *1) Experimental
- *1) use of measuring devices
- *1) use of recording devices

3) RESEARCH DESIGN:-

- *1) Descriptive case method.
- *1) mixed method.
- *1) Qualitative method Design.

POPULATION AND SAMPLING:-

- *1) Indicating your sample technique.
- *1) Quantitative
- *1) size of sample
- *1) Population.
- *1) Prevention of bias, etc.

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9) References:-

List all reference cited in the proposal.

Make sure these reference are:-

- # up-to-date
- # Relevant
- # original source.

⑩ # 4

Ans It's important to note that foot- and endnotes can also be used instead of in-text citations i.e

instead of placing the authors and publication year in parentheses for a reference.

This means that if you used footnotes, you wouldn't include a reference list at the end of your work, and with endnotes, you would have an "endnotes" (or "Notes") page ~~with~~ instead.

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Differences and Similarities:

The main difference b/w Footnote and endnotes is:

* Footnotes appear at the bottom (or Foot) of the page in which the reference was made.

* Whereas endnotes appear at the end of piece of work, or a chapter, on a separate page entitled "Endnotes" or simply "Notes". This section is included before your reference or bibliography page.

Similarities:-

* In term of similarities, both are signified in the text by a superscript Arabic number, and the number are ordered sequentially.

* If you want to add some additional information at the end of this sentence, this foot or endnote would be numbered as one. Then you might want to add some more supplementary

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information here, so the next foot- or endnote would be numbered two. The foot- or endnote number corresponds to the relevant content.

Advantages and disadvantages:

Footnotes Advantages:

- * A reader only has to look at the bottom of the page to find the corresponding footnotes.
- * 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 footnotes 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.

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*1) your reader can easily look over all supplementary material as it's in one space

Endnotes ~~Adv.~~ Disadvantages:-

- *1) A reader has to go to a different page to access the endnote.
- *1) They can be more confusing to use if you have different chapters.

Q # 5

Ans.

Definition:-

In academic writing, a person intends to prove a theory or viewpoint in one way or the other.

Whereas technical writing is entirely goal-oriented and it talks about different ways by which the desired goal can be achieved. An academic writing is used in the form of

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Theses, essays or book reports.

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Academic writing is writing about a specific study discipline like scholarly articles and textbooks.

Technical writing is writing about a technical information of subject matter like scientific engineering and so on.

(Differentiate Academic and Technical writing)

There are very important difference 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

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academic research. 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 normal layman or government inspectors who need to know the task

followed by Particulars Company.

- 3) Academic writing jobs mainly for professional who already know the research and academic responsibilities.

Academic writers can be expert in a particular domain like physics, mathematics, etc

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1) 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.

Q#3

Ans:-

Process of Technical writing:-

Writing Process:-

- 1) It can help writers to organize their thoughts.
- 2) Avoid Frustration
- 3) Use their time productively and efficiently.

Pre Writing: (Prepare to write)

- 1) Examine your purpose
- 2) Determine your goals
- 3) Consider your audience

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- * Gather your data.
- * Determine how the content will be provided.

Writing (Time to write)

* Organization:-

Organize the draft according to some logical sequence that your ~~can~~ readers can follow easily.

* Formatting:-

Format the content to allow for ease of ~~ass~~ access.

Re-writing (Improve your writing.)

- * Revising
- * Editing
- * Proof reading.

The End

Thanks