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Assignment: Final Term

Subject: Technical
Report writing

Module: 8th

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Q No - 101 →

Ans →

Writing Process

Just as we use design processes to creatively solve complex problems, we use writing processes to create complex documents. In both cases, there are steps or stages, both of which do not always proceed directly from one step to next in a chronological manner. These processes are often interactive, meaning we might return to previous stages in the process from time to

(2)

to time. The more complex the task, the more iteration might be needed. Examine the Design process and writing process below. What similarities and differences can you see in these two processes.

Design Process →

① Define the Problems →

This involves a needs assessment, problem statement, designing criteria and goals and background research.

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② Generate Possible Solutions →

⇒ At this point, you may need to revisit your problem definition. Once you have a number of possible solutions, moves on to the next step.

③ Evaluate Possible Solutions

⇒ At this point you may need to revisit your problem definition or brainstorm some more. Once you have evaluated possible solutions, moves on to the next step.

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④ Make Σ Test a model ⇒

⇒ At this point, you made need to go back to brainstorming solutions or evaluating possible solutions. Once you have a model you are happy with, move on to the next step.

⑤ Modify Σ Improve Designs ⇒

Fix problem, improve design, do more testing if needed ^{in the} worse case, scrap the design.

⑥ Communicate Final Designs

Create Final technical drawings, and technical manuals for assembly, operation Σ maintenance.

* Writing Process ⇒

① Prewriting ⇒

This stage is for generating ideas, understanding the ideas of others, and collecting information.

② Planning ⇒

Here you are organizing and focusing ideas. This may involve mind mapping, clustering, listing, and creating outlines.

③ Drafting ⇒

In the drafting stage you are writing initial draft of a next

⑥

of a ment focusing mainly on the development, organization and elaboration of ideas.

④ Reflection →

In the reflection stage, you can let the work sit and come back to it at a later point.

⑤ Peer/tutor review →

Now you can get feedback from others. This may require you to return to the drafting and reflecting stages.

⑦

⑥ Revision →

This may require you to return to the drafting and reflecting stages. If the work requires additional research or idea generation, return to the planning stage.

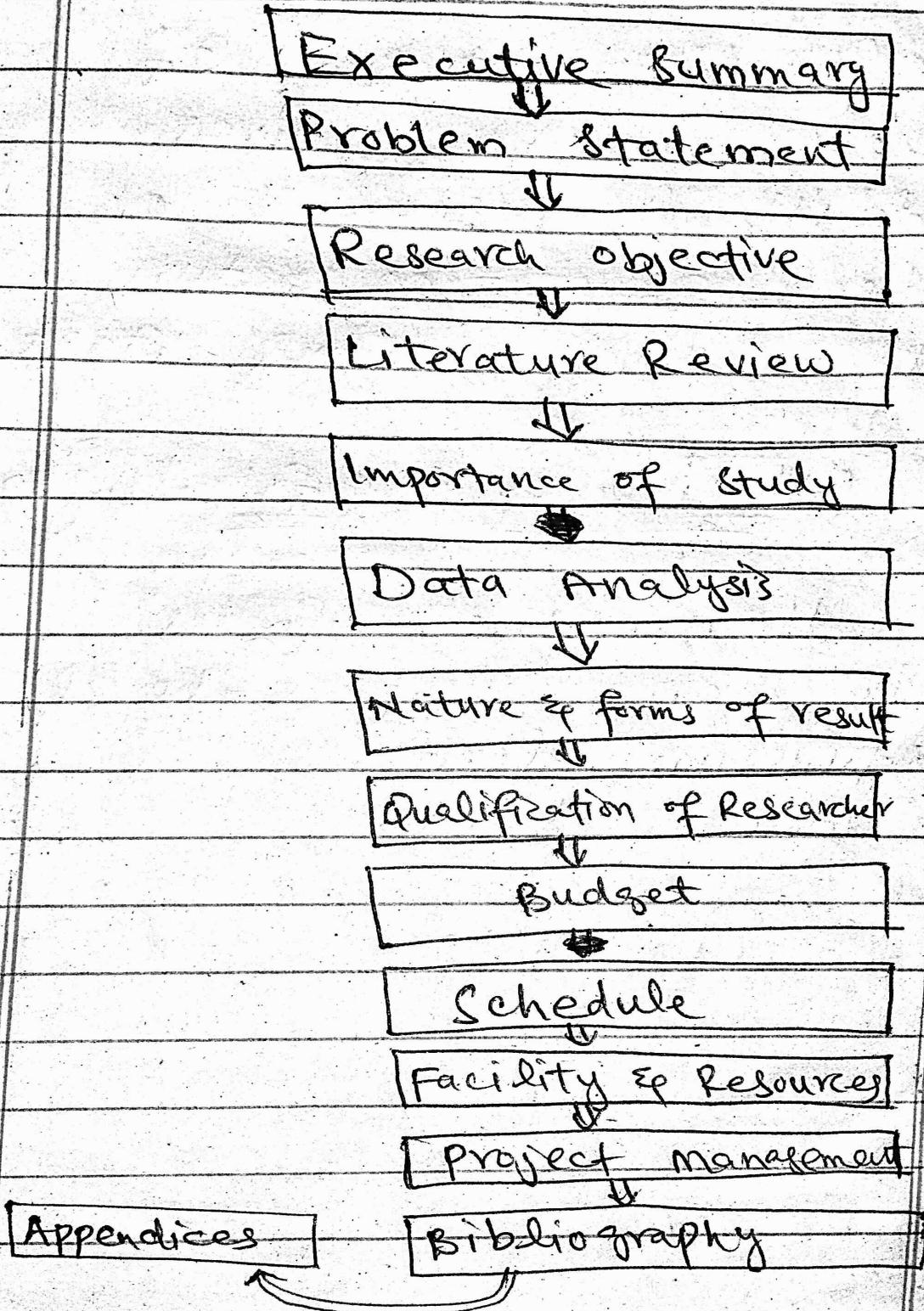
⑦ Editing & Proofreadings →

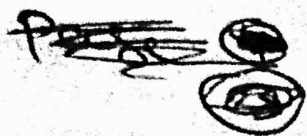
Here the focus is on surface-level ~~function~~ features of the text.

8

Q No 8 → 02 8 →

Ans → Diagram





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Conclusion →

⇒ The Conclusion reiterates the importance or significance of your proposal and provides a brief summary of the entire study. This section should be only one or two paragraphs long, emphasizing why the research problem is worth investigating, why your research study is unique, and how it should advance existing knowledge.

~~Someone~~ Someone reading this section should come away with an understanding of;

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- Why the Study should be done.
- The ^{Purpose} specific ~~study~~ of the ~~purpose~~ study and the research questions it attempts to answer.
- The decision to why the research design and methods used where chosen over other options.
- The potential applications emerging from your proposed study of the research problem.
- And a ~~sence~~ sense of how your study fits within the broader scholarship about the research problem.

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Q NOV-03 →

Maintaining a Facebook Page →

- ① Pick a name.
- ② Pick a ^{vanity} ~~validity~~ URL
- ③ Update your about section.
- ④ Optimize for Search Engines.
- ⑤ Design a strategy.
- ⑥ Create a content calendar.
- ⑦ Assign Roles.
- ⑧ Tell your story with a cover photo.
- ⑨ Use an engaging profile photo.
- ⑩ Create Tabs that drive company goals.
- ⑪ Know the ideal image dimensions.

P-T-O

(12)

(12) Promote your Page.

(13) Use your Facebook Insights.

(14) Respond to Fans.

(15) Allow Fans to message you.

(16) Update your feature like.

(17) Share Diverse Content.

(18) Share Photos

(19) Be Brief

(20) Prompt a Response.

(21) Tag other pages.

(22) Highlight and pin to the top.

(23) Create milestones.

(24) Schedule posts

(25) Target by Regions.

(26) Run ads to increase Engagements.

(27) Run ads to Increase Likes

(13)

(28) Run a Contest

(29) Create a Facebook offer.

Create a Facebook
Page →

First of all we have create a gmail account or yahoo account. After that we open the facebook and create account in facebook which are same with the gmail account. And at the last Facebook will ask me about the personal information And if we give ~~the~~ our

(14)

we give our personal
information Facebook
Page are created.

(15)

Q No 04 →

Ans →

Types of Report →

- ① Informal Report
- ② Formal Report
- ③ Periodic Report
- ④ Inspection Report
- ⑤ Progress Report
- ⑥ Research Report
- ⑦ Proposals Report
- ⑧ Feasibility Report
- ⑨ Business Plans.

* Formal Reports

A formal report should have the following arrangement.

① Title Page

The title page must include the subject of the report, who the report is for, who the report is by, and the date of submission.

② ABSTRACT →

An abstract is usually 100 to 200 words and should include the following.

- Why the report has been written.
- How the study was undertaken.
- What the main findings were.
- What the significance of the finding.

③ Table of Contents ⇒

The table of contents should be on the separate page. The table of content should also include a list of figures and a list of tables, if any are used in the report.

④ Introduction ⇒

⇒ The introduction has three main components.

① The Background.

② The Purpose

③ The scope.

⑤ Body ⇒

The Body varies according to the type of reports.

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⑥ Conclusion →

The conclusion should be as brief as possible. They should be presenting in descending order of importance and should not suggest action.

⑦ Recommendations →

The recommendations should follow naturally from the conclusion. They should be ~~order~~ offered in descending order of importance.

⑧ Reference →

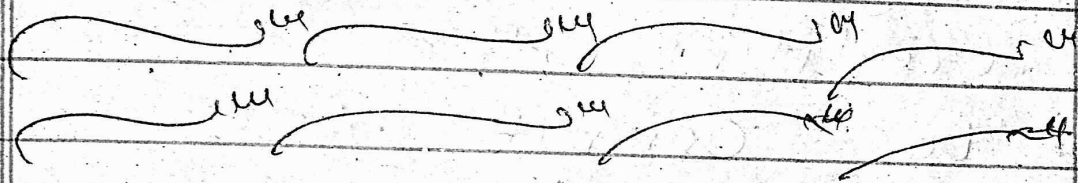
The list of References is an accurate listing

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in strict alphabetical order, of all the sources referred to.

⑨ Appendix/Appendices ⇒

⇒ The Appendix (Appendices) contain important data, explanatory and illustrative ~~data~~ material not included in the text.



⑩ No. 105 ⇒

Ans ⇒ Plagiarism ⇒

⇒ The term used for producing some one else's expression of ideas

of ideas or information without permission is called "plagiarism".

"Plagiarism" means;

- to steal and pass off (the ideas or words of another) as one's own.
- to use (another production) without crediting the source.
- to commit literary theft.
- to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of

is an act of fraud,
it involves both stealing
someone else's work and
lying about it afterward.

Patents →

A patent is
a form of right
granted by the
government to an
inventor or their
successor in title,
giving the owner the
right to exclude
others from making,
using, offering, to
sell, and importing
and invention for
a limited period
of time. In exchange
for the public

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disclosure of the invention. An invention is a solution to a specific technological problem, which may be a product of a process and generally has to fulfill three main requirements, it has to be new, not obvious and three needs to be an industrial applicability. To enrich the body of knowledge and stimulate ~~the~~ innovations, it is an obligation for patent owners to disclose valuable information about their inventions to the public.