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Q1

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

Objectives:

1. A specific result that a person or system aims to achieve within a time frame and with available resources.

In general, objectives are more specific and easier to measure than goals.

Objectives are basic tools that underlie all planning and strategic activities. They serve as the basis for creating policy and evaluating performance. Some examples of business objectives include minimizing expenses, expanding internationally, or making a profit.

Report writing

A report is a part of a documentation which is sharp and short and specially written for a particular purpose and audience. A report consists of specific and important information which is analyzed and applied to a particular problem or issue,

A report should be in clear and well-structured format

Kinds and Objectives of Report writing

Kinds of Report writing

Long Report and Short Reports:

These kinds of reports are quite clear, as the name suggests. A two-page report or sometimes referred to as a memorandum is short, and a thirty-page report is absolutely long. But what makes a clear division of short reports or long reports? Well, usually, notice that longer reports are generally written in a formal manner.

Internal and External Reports:

As the name suggests, an internal report stays within a certain organization or group of people. In the case of office settings, internal reports are for within the organization. We prepare external reports, such as a news report in the newspaper about an incident or the annual reports of companies for distribution outside the organization. We call these as public reports.

Vertical and Lateral Reports:

This is about the hierarchy of the reports' ultimate target. If the report is for your management or for your mentees, it's a vertical report. Wherever a direction of upwards or downwards comes into motion, we call it a vertical report.

Lateral reports, on the other hand, assist in coordination in the organization. A report traveling between units of the same organization level (for example, a report among the administration and finance departments) is lateral.

Formal and Informal Reports:

Formal reports are meticulously structured. They focus on objectivity and organization, contain deeper detail, and the writer must write them in a style that eliminates factors like personal pronouns.

Informal reports are usually short messages with free-flowing, casual use of language. We generally describe the internal report/memorandum as an informal report. For example a report among your peers, or a report for your small group or team, etc.

Informational and Analytical Reports:

Informational reports attendance reports, annual budget reports, monthly financial reports, and such carry objective information from one area of an organization to maybe a larger system.

Analytical reports scientific research, feasibility reports, and employee appraisals show attempts to solve actual problems. These analytical reports usually require suggestions at the end.

Proposal Reports:

These kinds of reports are like an extension to the analytical/problem-solving reports. A proposal is a document one prepares to describe how one organization can provide a solution to a problem they are facing.

There's usually always a need to prepare a report in a business set-up. The end goal is usually very solution-oriented. We call such kinds of reports as proposal reports.

Functional Reports:

These kinds of reports include marketing reports, financial reports, accounting reports, and a spectrum of other reports that provide a function specifically. By and large, we can include almost all reports in most of these categories. Furthermore, we can include a single report in several kinds of reports

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.

Q2

Elaborate the process of Technical Report Writing?

Technical report:

Technical report is a document that describes the progress, process, or results of scientific or technical research. It also can include some recommendations and conclusions. Technical reports may be considered as grey literature because they rarely undergo comprehensive independent peer review before publication.

Technical reports are a great source of technical or scientific information. They can be written both for wider or internal distribution. In order to establish novelty, technical reports can be considered as a primary form of scientific paper when researchers don't want to wait when academic journals publish their work.

Technical Report Elements:

A typical technical report consists of the following elements:

- The title page
- The introduction
- The summary
- Experimental details
- Results and discussions
- The body
- Conclusion

The conclusion may include:

- -Recommendations
- -Reference
- -Bibliography
- -Acknowledgments
- -Appendices

Tips on how to write a technical report:

A technical report doesn't differ much from other types of technical documents.

First steps are the same — learn your audience, goals of the technical report, what recourses (articles, blogs) can help you write a good report, and so on.

Then list all your ideas of topics as they come to your mind, sort them into groups — it will be a rough outline of your future technical report. Now, you're ready for a first draft. I want to provide you with some tips on how to write a good technical report in order to help you create a great first draft and save your time:

- When you're searching for information on the Internet, keep in mind, that not all the information is reliable, so check it twice. The best way is to read relevant books, journals, and articles.
- Speaking of formatting, stick to one format — don't use different fonts in your work. If you want to highlight an idea, use bold or italic.

- Heading and subheadings should be clear in order to ease the searching for necessary information. They also help readers get the main idea quickly. In my recent post called ‘Using Humor in Technical Documentation’ I showed an example of using humor in the table of contents, and it’s not a good idea — nothing is clear.
- It’s ok to use the information of other people but use citation — plagiarism is not a good idea of writing content. Check out [Top 10 Free Plagiarism Detection Tools](#) in order to be sure that you cite all sources.
- Proofread your content using these tips [OR](#) a free grammar checker.

How best to present your report?

A presentation is important part of the final outlook of your work. So, what do you need to do:

- Write a **script**. Your report should be printed on an A4 paper on one side. It should not be hand-written because it’s not accepted.
- You should **number those pages that contain the content**, so, a title page and a summary are exceptions.
- Staple your report at the top left; if a report is too long, you should bind it.
- **Formatting**: usually the font size is 12, style is Times New Roman, the spacing is 1.5 or 2.

Conclusion:

As you see, a technical report is not something difficult. You can write it easily sticking these tips, and also it’s a good idea to read technical reports of other authors. You will get the experience and build your style. However, my main recommendation is to write concisely. Concise was the word of 2017, but I think, it’s still relevant ;

Q3

What are Footnotes and Endnotes, explain in detail?

ENDNOTES END FOOTNOTES:

FOOTNOTES:

A footnote is 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.

ENDNOTES:

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

Example of a footnote:

1 An example to help demonstrate the proper notation and implementation of a footnote.

Example of an endnote:

Here is an example of an endnote which cites Computer Hope as a source.

Insert a footnote or endnote:

1. Open Microsoft Word.
2. Within Microsoft Word, place the cursor where you want to insert the number that points to the footnote or endnote.
3. In the Ribbon at the top, click on the References tab.
4. In the Footnotes section, click on Insert Footnote or Insert Endnote, depending on which one you are inserting.

To insert a footnote or endnote in Microsoft Word 2003 and earlier versions, follow the steps below.

1. Open Microsoft Word.
2. Within Microsoft Word, place the cursor where you want to insert the number that

- points to the footnote or endnote and click Insert
3. Click Footnote...
 4. Specify whether you want to insert a Footnote or an Endnote, then click OK.

Q4

Define and differentiate Academic and Technical writing?

Differences between Academic writing and Technical writing

In the field of professional writing, there are several styles of writings that can be seen. In which Academic writing and Technical writing can be considered as the widely followed and most practiced style of writing. By the names of these styles, the basic idea of the purpose of these styles can be assumed.

Academic writings are supposed to be written for scholars, students or the general public of a journal or magazine, whereas Technical writing is meant for the users of that particular product or the individuals who are interested to enquire about the usability of the service.

Explanation of Academic writing:

The Academic writing is a style of writing where the writer emphasizes upon one specific subject, provides the reader the affluence of research work and richness of literary explanation. The standard of these writings are determined by the command over the language and the knowledge of the subject in which the writing is being composed. The purpose of Academic writing is to express one's opinion and thought about a subject with the knowledge gained by research work done by that individual. The style should be elaborate, expressive, well constructed and reflect the mind of the author. The audiences of such writings are also different from others. The main targeted audience for such style are the scholars, students, teachers or the general public interested to obtain knowledge on that particular

subject. These writings can be composed as a form of essays, theses, research paper, literary notes, study materials for educational institutes, dissertations etc.

Technical writing:

technical writing is a type of writing which contains various information relating to science, engineering, information technology, medical or industrial. The main objective of such kind of writing is to provide detailed and lucid information about the product or service upon which the writing is composed. It can also be a kind of guide or tutorial made for the users of that product or service (Dean 2015). It can also convey about the description or outline of a product. Technical writing style differs in industry to industry. The style for writing for the IT companies cannot be same as the writing style suitable for medical industries such as pharmaceutical, nutraceutical and Ayurveda.

The main differences:

Regarding the explanations of these two writing styles, there can be three major differences which can be highlighted between the academic and technical writing. The distinguished comparisons are given below:

Both of these writing styles has their own applicability. Whereas the academic writing can be useful in educational institutions such as schools, colleges, universities, digital and printed media and literary organisations, technical writings are more useful at industrial and technological sectors.

Q5

Write down the format for Research Proposal?

Abstract :

A paragraph summarizing your topic of research, who or what will be the object of data collection, how the data will be collected, how it will be analyzed, and what results you expect (possible outcomes).

Introduction :

The Second Amendment has been an issue of political and social debate. The ambiguity regarding the intent and its application explains the Supreme Court's reluctance to take up the issue as it applies to state laws. The Supreme Court up until recently has refused to grant writ of certiorari since 1939. This past term, in *District of Columbia v. Heller*, the Supreme Court held by a one vote margin, for the first time in the nation's history that the Second Amendment protects an individual's right, unrelated to military service, to keep and bear arms. This precedent will open the door to future cases of selective incorporation of the Second Amendment as a fundamentally protected right of an individual

Research:

Hypothesis It is hypothesized that, subsequent to *District of Columbia v. Heller*, the United States Supreme Court has laid the foundation to uphold an individual's

Second Amendment “right to bear arms” under state law. Discipline: Law (Sub Discipline: Constitutional Law) Second Discipline: Political Science (Sub Discipline: American Government, Political Theory)

Definitions:

- Second Amendment- A well regulated Militia being necessary to the security of a Free State; the right of the people to keep and bear Arms shall not be infringed.¹
- Selective Incorporation- The process by which certain of the guarantees expressed in the Bill of Rights become applicable to the states through the Fourteenth Amendment ²

Research Plan :

An interdisciplinary approach is essential to the study of Second Amendment rights because no single disciplinary perspective can adequately address this issue. The research will be used to analyze the historical intent and interpretation of the Constitution along with the political agendas underlying this debate. I will research the writings and ideas of influential jurists and political theorist and understand their perspectives with gun possession as a “right” or a

“privilege”. The research will then extend beyond historical perspectives and incorporate the origins of the Second Amendment and show the effects on federal and state laws regulating guns. This will also be used to address the effects of prior court decisions and how they have applied to Second Amendment rights. Furthermore, I will examine the role of public opinion and interest groups in influencing legislation, and the future implication that the Heller case will have on

gun rights in America. I will also approach the issue through a jurisdictional perspective and how the Heller case compares to past precedent and questions of selective incorporation.

Expected Conclusions:

It is anticipated that in response to the Heller case, the Supreme Court will now need to decide whether Second Amendment rights can be applied to state governments by incorporation through the Fourteenth Amendment. The outcome of recent judicial interpretations will change the landscape of Second Amendment protection for all American citizens.

References:

Make sure these follow a recognised format, and do so consistently.