



Final-Term – Semester Assignment

Technical Report Writing (English-III)

Submitted By: Mudassir Ahmad Khan
ID# 14086
BSSE (6th Semester)

Submitted To: Mr. Naeem Ullah Kaka Khel
(Lecturer)

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Question : 01

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

Ans:

Objectives

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.



Question : 02

Write down the format for Research Proposal?

Ans:

Title page:

This is essential – it identifies:

- your research area via a tentative or proposed title
- your name, contact details, and qualifications
- the institutional or university name, as well as the specific department
- supervisor's and co-supervisor's names
- the degree level being attempted

Table of contents:

A table of contents should:

- list the research proposal sections in a hierarchical way, using titles and subtitles
- give accurate page references for each section

Introduction:

An introduction should:

- Follow a general-to-specific writing pattern
- Start by providing background information that orientates the reader to the research's general socio-political, historical, scientific, and educational contexts (whichever is most relevant)
- Perhaps include a theoretical, personal, or policy-based motivation for the research as a starting point
- Attempt to persuade, inform or indicate to the reader of the need for the research. This is an attempt to convince the reader that the research will be useful, interesting, or significant for the academic community, and may be suggestive of the research 'gap' which arises from the following literature review

Purpose and aims:

This section should:

- state unambiguously and concisely the purpose of the research (and situating it in the broader context)
- outline the aims and key research questions (make sure that you relate the aims to the purpose above and to the research questions which follow on from this)

Literature review:

The purpose of this is to:

- demonstrate to your readers that you have read enough to show that you are aware of who the most significant writers or researchers are in your area of research
- specify which issues or concepts you will concentrate on in your review (this may well change as you read more widely and deeply)
- show that you can exercise critical judgement in selecting which issues to focus on and which to ignore
- show that you can take a critical approach to your area of research
- argue for the validity of your area of research in terms of its need to address a 'gap'
- establish the theoretical orientation you are planning to take

Research design (or methodological approach)

The purpose of this is to describe your research plans and approach by:

- indicating the rationale and theoretical source for your choice of research approach
- describing your rationale for the selection of participants, methods of data collection and analysis, and the steps you will take to ensure that ethical practices are followed
- suggesting the limits, restrictions or boundaries of your research
- providing a timetable or research action plan which explains each of the tasks to be carried out and the anticipated times for completion (the format of this should be clear and concise)

Thesis structure:

This section should provide:

- a description of each proposed chapter via a small paragraph which shows how it links to any previous chapters, and how links to any chapters which may follow
- a proposed table of contents (following the same rules as given above)

Significance/expected outcomes

This section should provide:

- the anticipated outcomes
- a series of paragraphs predicting of the significance of the research

Glossary of terms:

This section should provide:

- a list of specialised terms, words, or concepts, and their meanings (e.g. foreign borrowings, acronyms, specialised concepts etc.)

Appendices:

This section should provide:

- relevant documents which are best not seen in the main proposal text (because they affect readability). These may be source documents, pilot study data, interview questions, surveys questionnaires instruments, etc.

References:

This section should provide:

- a list of the sources or academic works that have been found and consulted up to the present



Question : 03

Elaborate the process of Technical Report Writing?

Ans:

technical writing can be boiled down to a process – a set of high-level steps. These three steps are Prewriting, Writing, And Rewriting. These high-level steps are the common elements in virtually every technical writing project – big or small.

Step 1: Prewriting:

Writing should start with thinking about the topic and purpose of your writing. Once that is established, brainstorm by informally jotting down ideas that pop into your head. This helps with deciding what you choose to write about. Brainstorm after you have read over the project's guidelines several times to fully understand the assignment.

Identify your thesis (main idea) and make sure all of your content relates to and/ or supports your thesis so you stay focused and on topic. Whether you choose to prewrite by making a list, developing an outline, filling in boxes, creating a web, or coming up with your own prewriting strategy is up to you. Identify the parts of your piece (paragraphs and/ or sections) and what your goal is in each. This will focus and arrange your writing, breaking the task down into smaller, more manageable chunks.

Step 2: Writing:

Here is where you are ready to actually write your piece using formal sentences and paragraphs. Follow your prewriting and make sure you accomplish the goal of each section or paragraph. Use your prewriting as a checklist, and further develop your ideas and content as you write. Be sure to write using proper sentence and paragraph structures and use transitions for flow. Think about what you are writing and if it makes sense. Expand upon and explain your thoughts clearly and thoroughly so the reader knows exactly what you mean; never assume the reader knows what you are presenting. Insert your research, support, facts, and details (with citations, if necessary) to accomplish your goal. Get it all down on paper, from introduction to conclusion. At this point, just get the content down, as when you get to the rewriting part of the process, you can perfect how it reads.

Step 3: Rewriting:

If possible, take a break before completing this final step of the writing process so you can approach it with fresh eyes and a clear mind. First, read through with a focus on your content. Does it achieve your goal and maintain a focus? Have you properly executed the MLA style or another style required for research citations and format? Purdue Online Writing Lab is an excellent online resource for writing strategies, as well as properly formatting, citing research, and proofreading.

Rewrite, edit, and delete content as necessary, then read through it again to check your organization, transitions, word choice, and sentence and paragraph structure. Make sure it flows and is easy to read. Finally, proofread for punctuation, spelling, grammar, and usage errors. If you can, have another person proofread it a final time.



Question : 04

What are Footnotes and Endnotes, explain in detail?

Ans:

Footnotes:

Long explanatory notes can be difficult for readers to trudge through when they occur in the middle of a paper. Providing this information is necessary, but doing so in the main text can disrupt the flow of the writing. Imagine if every time an author wanted to provide a citation, the entire citation had to be written out at the end of the sentence, like this (Anthony Grafton, *The Footnote: A Curious History* [Cambridge, MA: Harvard University Press, 1999] 221). Books would become much longer and reading much more tedious. That's why footnotes are so useful: they allow authors to provide the required information without disrupting the flow of ideas.

Footnotes can include anything from a citation to parenthetical information, outside sources, copyright permissions, background information, and anything in between, though certain style guides restrict when footnotes can be used. We'll get into that soon!

Footnotes:

An endnote is source citation that refers the readers to a specific place at the end of the paper where they can find out the source of the information or words quoted or mentioned in the paper.

When using endnotes, your quoted or paraphrased sentence or summarized material is followed by a superscript number.

Example:

Let's say that you have quoted a sentence from Lloyd Eastman's history of Chinese social life. You have written this sentence:

According to Eastman, "The family was the central core of the Chinese social system."¹

Analysis of the example:

Notice that there is a superscript number after the quotation. You insert the number by using your word-processor's "insert reference" (or citation) function.

The superscript number corresponds to a note placed at the end of the paper (which is called an endnote). Your word-processor will create a note number and a space at the end of your paper, where you then fill in the citation. This endnote lets the reader know where you found your information.

Note numbers are sequential: first note in your paper is numbered 1, the second note is 2 (even if you are quoting the same source as in #1), etc.

AGAIN, even if you are repeating a reference to the same source, your numbers must continue in sequence (1, 2, 3, 4, 5). You must use "Arabic" numbers (1, 2, 3...), not Roman numerals (i, ii, iii...)!



Question : 05

Define and differentiate Academic and Technical writing?

Ans:

Academic writing:

Academic writing is relatively complex because most of the academic papers are tied to a specific discipline or study area. Unlike many would think, this type of writing is done in the business and computer sector also, and today these are the two main sectors for academic writing. Scholarly articles and textbooks in either of these sectors will contain a lot of detail. Each technical area will have specialized terminologies that are not known to a normal person.

Technical writing:

Technical writing is closely related to the description of a product. The main strategy followed in technical writing is to clearly explain the steps to accomplish the task in such a way that any person will be able to do it.

Technical writing mainly consists of user manual preparation that contains detailed working and properties of an equipment or product. Other types of technical writings include business letters, memos, product descriptions, warning labels and, to some extent, editorial letters.

Differences between Academic writing and Technical writing:

There are very important differences 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 academic research. However, in some cases, it is also used to show some one's point of view about a topic. 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 the normal layman or government inspectors who need to know the task followed by a particular company.
3. Academic writing jobs are mainly for professionals who already know the research and academic responsibilities. Academic writers can be expert in a particular domain like physics, mathematics, etc.
4. 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.



Thank You!