

# IQRA NATIONAL UNIVERSITY

## Technical Report Writing & Presentation Skills

Final Term Examination  
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Q1:- Write a letter -----  
----- Covid-19.

The international Federation of the Red Cross (IFRC), UNICEF and the world Health Organization (WHO) today issued new guidance to help protect children and schools from transmission of the COVID-19 virus. The guidance provides critical considerations and practical checklists to keep schools safe. It also advises national and local authorities on how to adapt and implement emergency plans for educational facilities.

In the event of school closures, the guidance includes recommendations to mitigate ~~includes~~ against the possible negative impacts on children's learning and wellbeing. This means having solid plans

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in place to ensure the continuity of learning, including remote learning options such as online education strategies and radio broadcasts of academic content, and access to essential services for all children. These plans should also include necessary steps for the eventual safe reopening of schools.

Where schools remain open, and to make sure that children and their families remain protected and informed, the guidance calls for:

- Providing children with information about how to protect themselves;
- Promoting best handwashing and hygiene practices and providing hygiene supplies;
- Cleaning and disinfecting school buildings, especially water and sanitation facilities; and

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Increasing air flow and ventilation.

The guidance, while specific to countries that have already confirmed the transmission of COVID-19, is still relevant in all other contexts. Education can encourage students to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread of viruses. Maintaining safe schools after a closure requires many considerations but if done well, can promote public health.

For example, safe school guidelines implemented in Guinea, Liberia and Sierra Leone during the outbreak of Ebola virus disease from 2014 to 2016 helped prevent school-based transmissions of the virus.

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UNICEF is urging schools - whether open or helping students through remote learning - to provide students with holistic support. Schools should provide children with vital information on handwashing and other measures to protect themselves and their families; facilitate mental health support; and help to prevent stigma and discrimination by encouraging students to be kind to each other and avoid stereotypes when talking about the virus.

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Q2:- Write a short research proposal highlighting your research topic (what), research gap (why) and research methodology (how).

Research proposal highlighting your research topic.

- 1) Highlights its originality or significance.
- 2) Explain how it develops or challenges existing knowledge of your subject.
- 3) Identify the importance of your proposed research.
- 4) Demonstrate why you are the correct person to undertake this research project.

Types: Observational, experimental, simulation, and derived

Research gap (why)

Because

You will want to show to show to the reader that you are not duplicating existing research.

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## Research methodology (how).

Research methodology is the specific procedures or techniques used to identify, select, process, and analyze information about a topic. In a research paper, the methodology section allows the reader to critically evaluate a study's overall validity and reliability.

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Q3:- Write an essay on Rapid  
conclusion.

### Essay on Rapid Bus Transit (RBT)

Peshawar bus ~~trans~~ Rapid Bus transit will facilitate thousands of passengers every-day. Peshawar bus rapid transit is a 27.5 kilo meters long main corridor track with thirty one stations and seven feeder routes that stretches to a total 62 kilometers with 162 stops. This transit bus system will facilitate hundreds and thousands of passengers every day. The bus rapid transit system costs around 70 billion rupees. This project will bring a revolution in the provincial capital's transport system. Approximately 340,000 passengers will have a safe and



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comfortable commute and ensure affordable travel in state of the art buses.

~~For~~  
Peshawar Bus Rapid transit system consists of two parts the first encompasses an east-west corridor served by 32 stations on a dedicated lane for exclusive use by buses, while the second part consists of a network of feeder routes in which buses can enter and exit the system to travel on city streets. The system was inaugurated on August 13, 2020, and is the fourth BRT system in Pakistan. Trans Peshawar's first phase consists of an east-west busway which stretches from Chamkani in the east end to the Karakhan market in the west end of Peshawar. Feeder routes will also allow buses to enter/exit the system from city streets with mixed traffic.

Q4:- How do you avoid plagiarism when you write your term assignments?

### Plagiarism:

It is critical that you guard against plagiarism while you prepare any written documents, including proposals, projects, theses, and dissertations. Plagiarism is the use of someone's ideas or words without giving appropriate credit. Two important guidelines for avoiding plagiarism are:

- 1) If you use someone's words directly, you must place those words within quotation marks and cite them.
- 2) You must document the source when you used the ideas or information of others, even when you

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write it in your own words. The exception to this rule is that you do not need to cite sources for material that is considered "common knowledge."

plagiarism is avoidable if you

- Understand what plagiarism is
- Understand what citation is
- Look at your writing like your reader does.

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Q 5:- You are going \_\_\_\_\_  
\_\_\_\_\_ work?

## Presentation:

Something set forth to an audience for the attention of the mind"

The prospect of giving a presentation fills some people with dread, while others relish the experience. However you feel. Presenting your work to an audience is a vital part of professional life for researchers and academics. Presentations are a great way to speak directly to people who are and academics. Presentations are a great way to speak directly to people who are interested in your field of study, to gather ideas to push your projects forward, and to make valuable personal connections.

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## TIP#1 Know your audience:

The first and most important rule of presenting your work is to know your audience members. If you can put yourself in their shoes and understand what they need, you'll be well on your way to a successful presentation. Keep the audience in mind throughout the preparation of your presentation.

## TIP#2 Create a clear, logical structure:

Next, you'll need to think about creating a clear, logical structure that will help your audience understand your work. You're telling a story, so give it a beginning, middle, and end.

To start, it can be helpful to provide a brief overview of your presentation,

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which will help your audience follow the structure of your presentation. Then, in your introduction, get everyone on the same preparation of your presentation.

**TIP#3** Write for your specific readers: consider shared knowledge.

Visual materials, probably in the form of PowerPoint slides, are likely to be a vital part of your presentation. It is crucial to treat the slides as visual support for your audience, rather than as a set of notes for you.

**TIP#4** Talk in "spoken English" style, not in "written English" style.

The style of spoken English is quite different from that of written English.

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If you are preparing your script from a research paper, you will need to change you.

A good slide might have around three clear bullet points on it.

### Tip#5 Practice your Presentation and Practice again.

Public speaking is the part of presentations that most people dread. Although it might not be possible to get over your nerves completely, good preparation and practice will give you confidence. Most confident speakers do lots of preparation and use notes well. After you've written your script practice and learn is - not so that you learn to say.

Remarks: Remember the importance of knowing your audience, giving yourself time to prepare thoroughly, and structuring your talk appropriately. And don't panic.