



Mid-Term – Summer Examination

Program: BS (C.S/S.E/Tele)

Course Title: English III (TRW)

Total Marks: 30

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Time Allowed: 4 Hours

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Note: Attempt all the Questions. All questions carry equal marks.

Question No. 1: (10 Marks)

What are the Objectives of Report Writing, explain in detail?

Answer:

INTRODUCTION:

A report is composed for a reasonable reason and to a specific crowd. Explicit data and proof are introduced, investigated and applied to a specific issue or issue. The data is introduced in an unmistakably organized configuration utilizing segments and headings with the goal that the data is anything but difficult to find and follow.

Reports can be scholastic, specialized, or business-arranged, and highlight suggestions for explicit activities. Reports are composed to introduce realities about a circumstance, venture, or process and will characterize and dissect the current issue. At last, the objective of a report is to transfer perceptions to a particular crowd in a reasonable and compact style. We should audit the best possible report composing group so you can make an expert completed item.

STYLE OF REPORT WRITING

There are likewise some composing styles to consider:

Keep It Simple. Try not to attempt to intrigue; rather attempt to impart. Keep sentences short and forthright. Try not to go into a great deal of subtleties except if it is required. Ensure each word should be there, that it adds to the motivation behind the report.

Utilize the Active Voice. Dynamic voice makes the composing move easily and without any problem. It additionally utilizes less words than the latent voice and offers effect on the composition by underlining the individual or thing liable for an activity. For instance:

"Terrible client care diminishes rehash business" is more succinct and direct than "Rehash business is diminished by awful client care."

Mind Your Grammar: Peruse the report resoundingly and have somebody edited it for you. Recollect that the PC can't get all the slip-ups, particularly with words like "red/read" or "there/their."

DIFFERENT TYPES OF REPORT

Academic Writing: The first thing to note is that academic writing is extremely formal. Typically, it should be free of contractions and any sort of slang. It's also important, generally, to write in the third person, eliminating pronouns like "I" and "we."

Business Writing: Business writing will also take on a formal tone. However, it's allowed to be slightly less buttoned up. The goal in a business report is to present new initiatives and "get things done." Here, things like contractions would be permissible, along with ample imagery and data.

Technical Writing: Technical reports focus on how to do something. While an academic or even a business report will attempt to prove something, a technical report is more descriptive in nature. Also, the report writing format for students and professionals may cite facts and statistics to make their case, but technical reports are more likely to follow a logical, step-by-step approach.

OBJECTIVES OF REPORT WRITING

1. **Dynamic Tool:** Today's mind boggling business associations require a large number of data. A Reports give the necessary data countless significant choices in business or some other territory are assumed the premise of data introduced in the reports. This is one of the extraordinary significance of report.
2. **Examination:** Whenever there is any issue, a panel or commission or study bunch explores the issue to discover the explanation for the issue and present the discoveries with or without the suggestion as a report. It is another significance of report.
3. **Assessment:** Large scope associations are occupied with multidimensional exercises. It isn't feasible for a solitary top chief to keep individual watch on what others are doing. Thus, the leader relies upon reports to assess the exhibition of different offices or units.
4. **Speedy Location:** There is no denying the way that business heads need data for fast dynamic. As top chiefs are seen as occupied for different purposes), they need indispensable wellsprings of data. Such sources can be business reports.
5. **Advancement of aptitude:** Report composing expertise builds up the intensity of planning, association coordination, judgment and correspondence.
6. **Nonpartisan introduction of realities:** Facts are required to be introduced in an unbiased manner; such introduction is guaranteed through a report as it explores, clarifies and assesses any reality freely.
7. **Proficient Advancement:** Report likewise assumes a significant job in proficient accomplishment. For advancement to the typical position, acceptable employment execution is sufficient to support an individual. Be that as it may, for advancement to significant level position, scholarly capacity is profoundly required. Such capacity can be communicated through the report submitted to more significant position authority.
8. **Legitimate Control:** Whether exercises are occurring as per plan or not is communicated through a report. In this way, controlling exercises are actualized dependent on the data of a report.
9. **administrative Tool:** Various reports make exercises simple for the chiefs. For arranging, sorting out, planning, rousing and controlling, supervisor needs assistance from a report which goes about as a wellspring of data.

10. Experiencing Advance and Complex Situation: In a huge business association, there is in every case a type of work issues which may bring complex circumstances. To handle that circumstance, administrators take the assistance of a report.

Question No. 2: (10 Marks)

Explain the process of Technical report Writing?

ANSWER:

A technical report is a record that portrays the advancement, results, or procedure of logical or specialized examination. A technical report may likewise incorporate a few ends and additionally proposals of the examination. Specialized reports are viewed as "non-documented" distributions so they can be distributed somewhere else in peer-assessed scenes with or without alteration.

A specialized report (Scientific Report) is a record that describes the procedure, progress, or results of technical or logical exploration or the state of a specialized or scientific research issue. It may also include proposals and conclusions of the examination. Technical reports are regularly arranged for supports of research projects. Technical reports are today a significant source of scientific and specialized data. They are prepared for interior or more extensive conveyance by many organizations. There are no total guidelines about the subtleties of report creation, in light of the fact that each report should be totally adjusted to the requirements of its reader. Flexibility and transformation might be valuable, yet just to make the report more available to the peruser. the elements of a technical report:

- Title page
- Introduction
- Summary
- Results
- Body
- Conclusion
- Details

Procedures for Technical Report Writing gives understudies the instruments they have to compose convincing, careful specialized reports. Incredible reports aren't simply put along with desert: they take centred exploration, cautious thought of the target group, and an exhaustive audit procedure to arrive at their latent capacity.

Specialized composing can be come down to a procedure a lot of significant level advances. These five stages are Plan, Structure, Write, Review and Publish. These elevated level advances are the basic components in essentially every specialized composing venture.

There are a wide range of sorts of reports, including business, logical and research reports, yet the essential strides for keeping in touch with them are the equivalent. These are sketched out underneath.

Stage 1: Decide on the 'Footing of reference'

Stage 2: Decide on the strategy

Stage 3: Find the data

Stage 4: Decide on the structure

Stage 5: Draft the initial segment of your report

Stage 6: Analyse your discoveries and make determinations

Stage 7: Make suggestions

Stage 8: Draft the leader rundown and chapter by chapter guide

Stage 9: Compile a reference list

Stage 10: Revise your draft report

Step 1

To choose the terms of reference for your report, read your guidelines and some other data you've been given about the report, and consider the motivation behind the report:

What is it about?

What precisely is required?

For what reason is it required?

When do I have to do it?

Step 2

This implies arranging your examination or exploration, and how you'll compose the report.

What data do I need?

Do I have to do any foundation perusing?

What articles or reports do I need?

Do I have to contact the library for help?

Step 3

The subsequent stage is to discover the data requirement for report. To do this need to peruse composed material, watch individuals or exercises, as well as converse with individuals.

Ensure the data find is important and proper. Check the appraisal prerequisites and rules and the stamping calendar to ensure in good shape. In case you don't know how the imprints will be doled out contact your speaker.

What you discover will frame the premise, or primary body, of your report – the discoveries.

Step 4

Reports by and large have a comparative structure; however, a few subtleties may vary. How they vary typically relies upon:

The sort of report – in the event that it is an examination report, research centre report, business report, analytical report, and so forth.

How formal the report must be.

The length of the report.

Contingent upon the sort of report, the structure can include:

A cover sheet.

Leader synopsis.

Substance.

A presentation.

Terms of reference.

Method.

Discoveries.

Ends.

Suggestions.

References/Bibliography.

Supplements.

The segments, of a report for the most part have headings and subheadings, which are generally numbered

Step 5

When you have your structure, record the headings and begin to fill these in with the data you have assembled up until now. At this point you ought to have the option to draft the terms of reference, strategy and discoveries, and begin to work out what will go in the report's addendum.

Discoveries

The discoveries are aftereffect of your perusing, perceptions, meetings and examination. They structure the premise of your report. Contingent upon the kind of report you are composing, you may likewise wish to incorporate photographs, tables or diagrams to make your report more lucid as well as simpler to follow.

Indices

As composing draft choose what data will go in the reference section. These are utilized for data that is too long to even think about including in the body of the report, or enhancements or supplements the data in the report. For instance, pamphlets, spreadsheets or enormous tables.

Step 6

The end is the place dissect your discoveries and decipher what you have found. To do this, read through discoveries and ask yourself:

What have I found?

What's critical or significant about my discoveries?

What do my discoveries propose?

For instance, your decision may depict how the data you gathered clarifies why the circumstance happened, what this implies for the association, and what will occur if the circumstance proceeds (or doesn't proceed).

Try not to remember any new data for the end.

Step 7

Suggestions are what you think the answer for the issue is as well as what you might suspect ought to occur straightaway. To enable you to choose what to suggest:

Revise your discoveries and ends.

Consider what need the individual who requested the report ought to do or not do; what activities would it be advisable for them to do?

Watch that suggestions are down to earth and depend intelligently on your decisions.

Guarantee you incorporate enough detail for the pursuer to comprehend what should be done and who ought to do it.

Your proposals ought to be composed as a numbered list, and requested from most to least significant.

Step 8

A few reports require a leader outline or potentially rundown of substance. Despite the fact that these two areas draw close to the start of the report you won't have the option to do them until you have completed it, and have your structure and proposals finished.

A leader synopsis is generally around 100 words in length. It mentions to the pursuers what the report is about, and sum up the suggestions.

Step 9

It is consistently essential to re-examine your work. Things you have to check include:

In the event that you have done what you were approached to do. Check the task question, the directions/rules and the stamping timetable to ensure.

That the necessary segments are incorporated, and are in the right request.

That your data is exact, without any holes.

Question No. 3: (10 Marks)

Give an overview of Technical Report Writing in detail?

ANSWER

technical writing encompasses all documentation of complex technical processes. It includes reports, executive summary statements, briefs. Any time technical information is conveyed in writing at work, it is, by definition, technical writing.

Headings are standard highlights of specialized records that serve a few significant capacities:

Give authoritative diagram of the record

Show consistent improvement of thoughts

Show various levelled relationship of thoughts (headings, sub-headings)

Permit the pursuer to output and read specifically

Successful headings utilize concrete, elucidating language to mention to the pursuer what's in store from the substance of each segment. Stay away from "work" headings when composing specialized reports. Capacity headings are utilized in archives that have steady structures, for example, science lab reports, when each area must satisfy a specific capacity. For instance,

1. Introduction
2. Materials
3. Procedure/Methodology
4. Data/Results
5. Discussion/Conclusions
6. References

Technical reports are typically not all that carefully sorted out or unsurprising. Perusers will think that its considerably more accommodating if headings solidly depict the substance of each area as opposed to the capacity.

Pick among a few unique strategies to compose first drafts and extra strategies for composing second and third drafts.

Utilize a few strategies to recognize botches in your own composition.

Compose enormous archives.

Present an archive's degree and any essentials.

Compose clear figure subtitles.

Pick the best possible data thickness in specialized outlines.

Centre the pursuer's consideration in representations.

Set up setting through a "major picture" outline.

Update specialized outlines viably.

Make helpful, exact, succinct, clear, reusable, and very much remarked test code that shows a scope of unpredictability.

Recognize diverse documentation types.

Portray pretty much anything.

Relate to a novice crowd and compose an instructional exercise for them.

GOOD LUCK !