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Question 1

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

Preparation and Planning:

To fail to prepare is to prepare to fail. The importance of preparation and planning cannot be stressed too highly. Often, however, writers simply ignore this aspect or dismiss it as too mechanical to be worthwhile. As a result they plough too quickly into the writing process itself and end up failing to realise their full potential. Anything you commit to paper before your overall plan has taken shape is likely to be wasted.

Before you write a single word you must:

- Set your objective.
- Assess your readership.
- Decide what information you will need.
- Prepare your skeletal framework.
- Test and revise your skeletal framework.

Collectively these activities constitute the planning stage of report writing, and the amount of time and thought you spend on them will make a *vast* difference to the effectiveness of all the work that will follow, by:

- continually reminding you of your overall objective
- making you constantly 'think readers'
- ensuring you know what information you will need to gather
- giving you clear guidelines to follow when writing each section
- enabling you to rise above the detail and obtain an overview of the entire report at any time.

SETTING YOUR OBJECTIVE:

It is vital to establish your precise objective. You must first be absolutely sure of the purpose of your report. Only then can you even begin to think about *what* you are going to write and *how* you are going to write it.

A clearly defined objective has a number of important benefits:

- It helps you decide what information to include - and leave out.
- It helps you pitch the report at the right level.
- It makes it easier to write the report.

ASSESSING YOUR READERSHIP: The next stage is to identify and assess your readership. In many cases, you know who will be reading

your report and the detailed content, style and structure can then be matched to their level of knowledge and expertise:

- Concentrate on points they will care about.
- Explain things they do not know.
- Address questions and concerns they would be likely to raise.

DECIDING WHAT INFORMATION YOU WILL NEED:

For some reports, you will need to collect very little information, while for others you will require a great deal. You will need to think this through carefully, either on your own or with other people.

You have already written down your specific objective. Take another look at it and see what it tells you. For example, if you were asked to investigate the circumstances surrounding an accident in a canteen kitchen, your objective could be agreed to be: *To investigate how an employee received injuries from a food mixer whilst working in the canteen.* You will now draw up a **general list** of areas you will need to cover:

What happened?

What were the consequences?

Was the employee properly trained?

Was the machine properly maintained?

Was it avoidable?

PREPARING YOUR SKELETAL FRAMEWORK:

- to be sure there is no misunderstanding over the Terms of Reference
- to have an overview of the entire report
- to be reminded of what information must be collected, what is already available and what is not needed
 - to order his or her thoughts before considering how they should be expressed
 - to appreciate the significance of, and the relationship between the various items of information that will be gathered
 - to identify any gaps in coverage or logic, and
 - to maintain a sense of perspective while gathering this information and, later, when writing the report.

A well-planned skeletal framework is the key to effective report writing.

Question 2

Write down the format for Research Proposal?

A research proposal format consists of six main parts:

- **Introduction.** It should be both brief and catchy. You need to grab reader's interest and make him go on reading. In this section you should describe the main problem you are going to work on, the methodology and the importance of your research to persuade the reader that the results of the study may be useful;
- **Background.** In this section, you should give a more detailed overview of the problem. It is not an essay, so you should follow a clear structure and use a research paper example if needed. In this part you should give more details about the aim of your study, explain why it is worth completing, enumerate the main problems you want to face and offer a brief plan of your future research;
- **Review of the sources.** This section is usually very difficult to complete, as it contains lots of information and you need to structure it thoughtfully. A research proposal outline can be of a great use to see how you need to process the literature in order to make the whole structure clear and simple. Here you need to show that there are researches, based on your field of interest but they lack the data you are going to perform;
- **Research methods.** This section is very important, because you need to provide effective methods that will be used in your research study. Try to list methods that were not previously used by other researches and order new research design, based on literature overview;
- **Assumptions and consequences.** Even though it is a proposal and not a research proposal sample, it doesn't mean that you should avoid describing the results of the project. In this section you need to clarify what impact will your study have, what are the suggestions and potential changes in the field. You should also give information how it will influence the lives of others and how the results will be used;
- **Conclusion.** This section should be brief and straight to the point. You need to emphasize why your research is important and why it should be done. You should also write a few sentences on the potential field of its implementation and why people will benefit from it.

Q no 3: Elaborate the process of Technical Report Writing?

Pre-Writing:

Examine your purpose,

Why are you communicating?

External motivation:

- If someone ask you to write.

Internal Motivation:

- If you write on your own

Determine your goals:

What is your reason for communicating?

- Persuade an audience
- Instruct an audience
- Inform an audience of facts, concerns, or questions
- Build trust by managing work relationships

Consider your Audience:

What type of audience are you addressing in your communication?

- Management
- Sub ordinates
- Co workers
- Customer
- Multi-cultural group of individuals

Gather your data:

Decide what you have to say

- Brainstorming/Listing
- Mind Mapping
- Answering the reporters' questions
- Researching
- Outlining
- Organizational Charts

Writing:

Organization

- Organize the draft according to some logical sequence that your readers can follow easily.

Formatting

- Format the content to allow for ease of access

Re-Writing:

Revising

Review higher-order concerns:

- *Clear communication of ideas*
- *Organization of paper*

- *Paragraph structure*
- *Strong introduction and conclusion*

Question 4

What are Footnotes and Endnotes, explain in detail?

Footnotes and Endnotes they are basically the same.

The one difference between footnotes and endnotes is that footnotes appear at the bottom of the same page, while endnotes appear at the end of the paper.

Footnotes more likely interrupt readers flow of reading, endnotes do not interrupt the flow of reading.

Footnotes and endnotes often appear in the same discussion.

Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document.

Many people use footnotes for detailed comments and endnotes for citation of sources.

Footnotes are numbered consecutively throughout a research paper, except for those notes accompanying special material (e.g., figures, tables, charts, etc.). The numbering of footnotes is "superscript"--Arabic numbers typed slightly above the line of text. Do not include periods, parentheses, or slashes. They can follow all punctuation marks except dashes. In general, to avoid interrupting the continuity of the text, footnote numbers are placed at the end of the sentence, clause, or phrase containing the quoted or paraphrased material.

2. **Depending on the writing style used in your class, endnotes may take the place of a list of resources cited** in your paper or they may represent non-bibliographic items, such as comments or observations, followed by a separate list of references to the sources you cited and arranged alphabetically by the author's last name. If you are unsure about how to use endnotes, consult with your professor.

3. **In general, the use of footnotes in most academic writing is now considered a bit outdated** and has been replaced by endnotes, which are much easier to place in your paper, even with the advent of word processing programs. However, some disciplines, such as law and history, still

predominantly utilize footnotes. Consult with your professor about which form to use and always remember that, whichever style of citation you choose, apply it consistently throughout your paper.

Advantages of using footnotes:

- Easy to locate, readers can find footnotes at the end of the page.
- Guides readers directly and instantly to the citation or the idea related to the specific part of information.
- Footnotes are included automatically when printing specific pages.
- Does not take time to find the note at the back of the paper to link the footnote to the subject of the text.
- Readers can quickly look down the end of the page to find the extra information or identify a source.

Disadvantages of using footnotes:

- Using too many footnotes in one page may clutter the page and make it difficult to read.
- Adding a lot of information in one footnote may dominate the page and distract readers from the main subject.
- If there are multiple columns, charts, or tables, short footnotes will be lost and need to be moved to another place.

Advantages of using Endnotes:

- Endnotes are not distracting as footnotes because endnotes are usually located in a separate part of the paper.
- Readers can check all detailed and supplementary information in one located section of the paper.
- Readers can read all the notes at once.
- Endnotes do not clutter up the page.

Disadvantages of using Endnotes:

- Readers must go to another part or section to get detailed information this could be distracting.
- Using endnotes can be confusing sometimes if there are different chapters. readers might need to remember chapter numbers and the endnote number to be able to find the correct endnote.
- Endnotes may carry a negative connotation much like the proverbial "fine print" or some hidden disclaimers in advertising.

Question 5

Define and differentiate Academic and Technical writing?

Academic writing is conducted in several sets of forms and genres, normally in an impersonal and dispassionate tone, targeted for a critical and informed audience, based on closely investigated knowledge, and intended to reinforce or challenge concepts or arguments. It usually circulates within the academic world ('the academy'), but the academic writer may also find an audience outside via journalism, speeches, pamphlets, etc.

Technical writing belongs to the broad field of technical communication. Technical communicators include technical content developers, technical editors, technical proof-readers and other professionals. The word “technical” here is what matters. Unlike other writers and content creators, technical writers are like translators: they have a piece of technology and their task is to explain to a nonexpert how to use it in clear, accurate and easy-to-understand writing.

1) Proving vs Instructing

Academic writing is all about proving something in one way or the other.

Technical writing, on the other hand, is all about instructing how to do something to achieve a specific goal.

(2) Knowledge vs Solution

Academic writing aims at expanding our knowledge of the world.

Technical writing, on the other hand, aims at offering solutions to specific problems that we are faced with in the world.

(3) Win argument vs Change behaviour

Academic writing tries to win a rational argument by offering evidence, precedence, and reference.

Technical writing, on the other hand, tries to change our behavior by instructing us the logical steps through which we can complete a task successfully.

