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Program	Bs (cs)
Exam	Mid. Assignment
subject	Technical Report writing.

2.

Q1) What is an abstract, Explain in detail?

Ans) Abstract:-

An abstract is a summary of whole report or article. It's sometimes called the "summary" or "Executive summary". It comes right at the beginning of a report, on its own page, and usually after the title page. Because Abstract is a summary of the whole report or article, it's also the last thing you will write.

Definition:-

The word Abstract comes from Latin Abstractum, which means a condensed form of a longer piece of writing. There are two main types of abstract.

- 1) Descriptive abstract.
- 2) Informative abstract.

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1) Descriptive Abstracts:-

- *) Descriptive abstracts are generally used for humanities and social science papers or psychology essays. This type of abstract is usually very short (50-100 words).
- *) Most descriptive Abstracts have certain key parts in common they are
 - *) Background.
 - *) Purpose.
 - *) Particular Interest / Focus of Paper.
 - *) Overview of contents (not always included).

2) Informative Abstract:-

- *) Informative Abstract are generally used for science, engineering or psychology reports. You must get essence of what your report is about, usually in about 200 words.
- *) Most informative abstracts also have key parts in common, Each of these parts might consist of 1-2 sentence, The part include:
 - *) Background.
 - *) aim or purpose of research.
 - *) Method used.
 - *) Findings / results.
 - *) Conclusion.

(Q2)

Q2) Explain the process of technical report writing?

Ans:- Process of Technical writing:

i) Need of writing process:

- * It can help write to organize their thoughts.
- * Avoid frustration.
- * Use their time productively and efficiently.

The writing process:

- * Pre writing
- * writing
- * Re writing.

Pre writing:- (prepare to write)

- * Examine your purpose
- * Determine your goals
- * Consider your audience
- * Gather your data
- * Determine how the content will be provided.

5)

Writing :: (Time to write)

*) Organization

organize the draft according to some logical sequence that your reader can follow easily.

*) Formatting

Format the content to allow for ease of access.

Re Writing :- (Improve your writing)

*) Revising

*) Editing

*) Proof reading

Revising ::

Review higher-order concerns:

*) clear communication of ideas.

*) organization of paper.

*) Paragraph structure

*) Strong introduction and conclusion

Q 3) What is library, also explain the role of library?

Ans: Definition:

The word "Library" has been derived from the Latin word "~~book~~" "Libraria" which means a place where books and other reading material are stored. According to the Oxford English Dictionary "Library is a building, room or set of rooms, containing a collection of books for the use of the public or of some particular portion of it, or of the members of some society, or the like; a public institution or establishment, charged with the care of a collection of books.

* Types of Libraries:

- ① Public libraries.
- ② Academic libraries
- ③ Special libraries
- ④ National libraries
- ⑤ Contact libraries

① Public libraries:

The provision and purpose of the public library is to provide for every person the ~~extra~~ education obtainable through reading UNESCO manifesto.

② Academic libraries:

Libraries that are

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attached to educational or academic institutions are called as Academic libraries.

③ Special Libraries:

Special Libraries began to emerge and develop in response to the ~~and~~ increased tempo of industrial scientific and technological advances.

④ National Libraries:

National libraries are distinct from other type of libraries. They are financed and maintained by the government of that country and exists to serve the whole nation.

⑤ Contact Libraries:

Contact Libraries have come into existence to remove misunderstandings among the nations and to promote cultural contacts.

(8)

Rules of Library:

- ① Any materials leaving the library be properly borrowed.
- ② Books in the Reference section, Serials or Reserved Units may not be removed from the library.
- ③ It is an offence to keep materials (books) beyond the date specified for return.
- ④ Penalties (fine) will be charged for ~~overdue~~ over-due books.
- ⑤ Returned books must be delivered at the Loans Desk.
- ⑥ All consulted books must be left on the Reading Tables.
- ⑦ Incidental dressing will not be allowed in the library.
- ⑧ The use of naked light is not allowed in the library.
- ⑨ Marking or underlining of library books is not allowed.
- ⑩ Briefcases, luggage, umbrella, camera etc are not allowed into the library.

(9)

(11) Smoking, eating, etc is not allowed in the library.

(12) Pets must not be brought into the library.

(13) Silence must be maintained in and around the library.

(14) The use of cell phone is prohibited in the library.

(15) Book mutilation, pilfering, theft are all prohibited.

End

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