



ENGLISH III

Mid-Term Assignment
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Q (1) What is an abstract, explain in detail?

ANS TO Q1:

ABSTRACT:

The word Abstract comes from a Latin word "Abstractum", which means a concise form of a longer piece of writing.

An Abstract is a brief and concise summary of a thesis, research article or any other in-depth analysis of a subject.

An Abstract is used to help the reader quickly get the idea and overview of that paper.

The Abstract should be based on what you have written in that paper. There are two main types of Abstract.

1) Descriptive Abstract:

Descriptive Abstract are used for humanities and social science papers, or psychological essays.

It is usually very short between 50-100 words.

Some key parts of a descriptive Abstract have are:

- Background
- Purpose
- Focus or interest
- Overview of contents

2) Informative abstract:

Informative Abstracts are used in scientific psychology and engineering reports.

It is longer than the Descriptive Abstract, usually up to 200 words.

Some key parts of the informative Abstract are as follow:

- Background
- Aim or Purpose of research
- Method used
- Findings or results
- Conclusions

Qualities of a Good Abstract:

- A good abstract uses a well-developed paragraph.
- it is coherent and concise
- It can stand alone as a unit of information.
- It covers all the important academic elements of the paper.
- It does not contain any irrelevant information.
- It is written in simple and understandable sentences.
- It uses passive structure to report the findings and focusing on the issues rather than people.
- Uses the language of the original paper in simplified form for the general reader
- It does not include any referencing
- It is found at the beginning of the text in publications such as journals.
- It is found on a separate page in academic assignments.

How to write an Abstract:

- Re-read the paper or report for an overview. Then read each section and condense the information to 1 or 2 sentences.
- Next read these sentences again to ensure that you have covered all the major points in your paper.
- Make sure to write something for each key point outlined above for abstract
- Check word length and reduce it further if necessary.
- Edit the flow and expression

Q (2) Explain the process of technical report writing?

ANS TO Q2:

Process of Technical Report Writing:

There are three main processes for technical report writing.

1) Pre-Writing:

Following are the steps of Pre-Writing:

Examine your purpose:

Meaning what is your motivation for writing.

This includes

External motivation:

When someone asks you to write

Internal motivation:

When you write on your own

Determine your goals:

Meaning what is your reason for communicating

This includes

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

Consider your audience:

Meaning what type of audience are you addressing.

This Includes

- Management
- Subordinates
- Co-workers
- Customer
- Multicultural group of individuals

Gather your Data:

Meaning decide what you have to say.

This Includes

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

2) Writing:

Following are the steps of Pre-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.

3) Re-Writing:

Following are the steps of re-Writing:

Revising:

Meaning review higher-order concerns.

This includes

- Clear communication of ideas
- Organization of paper
- Paragraph structure
- Strong introduction and conclusion

Editing:

Omit unnecessary and duplicate words and make it as short as possible

Proof Reading:

Read through the text and make sure all the data is correct and to the point.

Q (3) What is Library, also explain the rules of library?

ANS TO Q3:

Library:

The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials are stored.

a library is a place, where documents containing knowledge and information are stored technically and scientifically processed, properly preserved and made easily available to the users when warranted without loss of time. The library is also sometimes referred to as the "memory of human race".

A public institution or establishment, charged with the care of a collection of books, and the duty of rendering the books accessible to those who required to use them.

Types of Libraries:

Libraries may be broadly categorized into the following based on the nature of the library users, the kind of Library material and the services provided:

1. Public Libraries,
2. Academic Libraries
3. Special Libraries
4. National Libraries
5. Contact Libraries

RULES OF A LIBRARY:

Following are the rules and regulation of a library that one must follow:

1. Any materials leaving the library must 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 books.
5. Returned books must be delivered at the Loans' Desk
6. All consulted books must be left on the Reading Tables.
7. No Readers may enter any part of the library marked 'Private or Work room' unless by permission.
8. Any person who is suspected to be a security risk may be ordered out of the library.
9. The indecent dressing will not be allowed into the library.
10. The use of naked light is not allowed in the library
11. Marking or underlining of library books is not allowed
12. Briefcases, luggage, umbrella, camera etc. are not allowed into the library
13. Smoking, eating etc. is not allowed in the library
14. Pets must not be brought into the library
15. Silence must be maintained in and around the library
16. Only registered users can use the library resources
17. Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
18. The use of cell phone is prohibited in the library
19. Reservation of seat in the library is prohibited
20. Book mutilation, pilfering, theft are all prohibited