

Mid-Term Assignment

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Subject: Technical Report Writing

Q (1) What is an abstract, explain in detail?

Ans. Abstract:

An *abstract* is a summary of a body of information. Sometimes, abstracts are in fact called summaries—sometimes, executive summaries or executive abstracts. The business and scientific worlds define different types of abstracts according to their needs. If you are taking a technical writing course based on this online textbook, your technical report (depending on your instructor) may use two types: the descriptive abstract and the informative abstract.

Descriptive Abstracts

The descriptive abstract provides a description of the report's main topic and purpose as well an overview of its contents. As you can see from the example, it is very short—usually a brief one- or two-sentence paragraph. In this report design, it appears on the title page. You may have noticed something similar to this type of abstract at the beginning of journal articles. In this type of abstract, you don't summarize any of the facts or conclusions of the report. The descriptive abstract does not say something like this:

Based on an exhaustive review of currently available products, this report concludes that none of the available grammar-checking software products provides any useful function to writers.

Informative Abstracts

The informative abstract, as its name implies, provides information from the body of the report—specifically, the key facts and conclusions. To put it another way, this type of abstract summarizes the key information from every major section in the body of the report.

It is as if someone had taken a yellow marker and highlighted all the key points in the body of the report then vacuumed them up into a one- or two-page document. (Of course, then some editing and rewriting would be necessary to make the abstract readable.) Specifically, the requirements for the informative abstract are as follows:

- Summarize the key facts, conclusions, and other important information in the body of the report.
- Equals about 10 percent of the length of a 10-page report: for example, an informative abstract for a 10-page report would be 1 page. This ratio stops after about 30 pages, however. For 50- or 60-page reports, the abstract should not go over 2 to 3 pages.
- Summarize the key information from each of the main sections of the report, and proportionately so (a 3-page section of a 10-page report ought to take up about 30 percent of the informative abstract).
- Phrase information in a very dense, compact way. Sentences are longer than normal and are crammed with information. The abstract tries to compact information down to that 10-percent level (or lower for longer reports). While it's expected that the writing in an informative abstract will be dense and heavily worded, do not omit normal words such as *the*, *a*, and *an*.
- Omit introductory explanation, unless that is the focus of the main body of the report. Definitions and other background information are omitted if they are not the major focus of the report. The informative abstract is *not* an introduction to the subject matter of the report—and it is *not* an introduction!
- Omit citations for source borrowings. If you summarize information that you borrowed from other writers, you do *not* have to repeat the citation in the informative abstract (in other words, no brackets with source numbers and page numbers).
- Include key statistical detail. Don't sacrifice key numerical facts to make the informative abstract brief. One expects to see numerical data in an informative abstract.
- Omit descriptive-abstract phrasing. You should not see phrasing like this: "This report presents conclusions and recommendations from a survey done on grammar-checking software." Instead, the informative abstract presents the details of those conclusions and recommendations.

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

Ans. **Process of technical report writing:**

Step 1: Decide on the 'Terms of reference'

To decide on the terms of reference for your report, read your instructions and any other information you've been given about the report, and think about the purpose of the report:

- What is it about?
- What exactly is needed?
- Why is it needed?
- When do I need to do it?
- Who is it for, or who is it aimed at?

This will help you draft your Terms of reference.

Step 2: Decide on the procedure

This means planning your investigation or research, and how you'll write the report. Ask yourself:

- What information do I need?
- Do I need to do any background reading?
- What articles or documents do I need?
- Do I need to contact the library for assistance?
- Do I need to interview or observe people?
- Do I have to record data?
- How will I go about this?

Answering these questions will help you draft the procedure section of your report, which outlines the steps you've taken to carry out the investigation.

Step 3: Find the information

The next step is to find the information you need for your report. To do this you may need to read written material, observe people or activities, and/or talk to people.

Make sure the information you find is relevant and appropriate. Check the assessment requirements and guidelines and the marking schedule to make sure you're on the right track. If you're not sure how the marks will be assigned contact your lecturer.

What you find out will form the basis, or main body, of your report – the findings.

Step 4: Decide on the structure

Reports generally have a similar structure, but some details may differ. How they differ usually depends on:

- The type of report – if it is a research report, laboratory report, business report, investigative report, etc.
- How formal the report has to be.
- The length of the report.

Depending on the type of report, the structure can include:

- A title page.
- Executive summary.
- Contents.
- An introduction.
- Terms of reference.
- Procedure.
- Findings.
- Conclusions.
- Recommendations.
- References/Bibliography.
- Appendices.
- The sections, of a report usually have headings and subheadings, which are usually numbered

Step 5: Draft the first part of your report

Once you have your structure, write down the headings and start to fill these in with the information you have gathered so far. By now you should be able to draft the terms of reference, procedure and findings, and start to work out what will go in the report's appendix.

Findings

The findings are result of your reading, observations, interviews and investigation. They form the basis of your report. Depending on the type of report you are writing, you may also wish to include photos, tables or graphs to make your report more readable and/or easier to follow.

Appendices

As you are writing your draft decide what information will go in the appendix. These are used for information that:

- is too long to include in the body of the report, or

- supplements or complements the information in the report. For example, brochures, spreadsheets or large tables.

Step 6: Analyse your findings and draw conclusions

The conclusion is where you analyse your findings and interpret what you have found. To do this, read through your findings and ask yourself:

- What have I found?
- What's significant or important about my findings?
- What do my findings suggest?

For example, your conclusion may describe how the information you collected explains why the situation occurred, what this means for the organisation, and what will happen if the situation continues (or doesn't continue).

Step 7: Make recommendations

Recommendations are what you think the solution to the problem is and/or what you think should happen next. To help you decide what to recommend:

- Reread your findings and conclusions.
- Think about what you want the person who asked for the report should to do or not do; what actions should they carry out?
- Check that your recommendations are practical and are based logically on your conclusions.
- Ensure you include enough detail for the reader to know what needs to be done and who should do it.

Your recommendations should be written as a numbered list, and ordered from most to least important.

Step 8: Draft the executive summary and table of contents

Some reports require an executive summary and/or list of contents. Even though these two sections come near the beginning of the report you won't be able to do them until you have finished it, and have your structure and recommendations finalized.

An executive summary is usually about 100 words long. It tells the readers what the report is about, and summaries the recommendations.

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

Ans. **Library:**

The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials 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 for 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, and the duty of rendering the books accessible to those who required to use them".

The above definition of library has undergone a significant change with the changing times, civilization and culture. The modern definition of 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".

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:

- ⦿ **i) Public Libraries,**
- ⦿ **ii) Academic Libraries**
- ⦿ **iii) Special Libraries**
- ⦿ **iv) National Libraries**
- v) Contact Libraries**

Rule for Libraries:

- 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 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) 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 security risk may be ordered out of the library.**
- 9) Indecent dressing will not be allowed into the library.**
- 10.The use of naked light is not allowed in the library**
- 11.Smoking, eating etc is not allowed in the library**
- 12.Pets must not be brought into the library**