

**FALL MID-TERM 2020 ASSIGNMENT**

**TECHNICAL REPORT WRITING**

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**Qustion#1: What is an Abstract, Explain in detail?**

**Abstract:** An abstract summarizes, usually in one paragraph of 300 words or less, the major aspects of the entire paper in a prescribed sequence that includes the overall purpose of the study and the research problems we investigated, the basic design of the study, major findings or trends found as a result of our analysis and a brief summary of our interpretations and conclusions.

**Explanation:**

An abstract is a self-contained and short statement that describes a larger work. Components vary according to discipline. An abstract of a social science or scientific work may contain the scope, purpose, results, and contents of the work. An abstract of a humanities work may contain the thesis, background, and conclusion of the larger work. An abstract is not a review, nor does it evaluate the work being abstracted. While it contains key words found in the larger work, the abstract is an original document rather than a passage.

There are three types of abstracts: descriptive and informative.

**Critical**   
A critical abstract provides, in addition to describing main findings and information, a judgment or comment about the study’s validity, reliability, or completeness. The researcher evaluates the paper and often compares it with other works on the same subject. Critical abstracts are generally 400-500 words in length due to the additional interpretive commentary. These types of abstracts are used infrequently.

**Descriptive**   
A descriptive abstract indicates the type of information found in the work. It makes no judgments about the work, nor does it provide results or conclusions of the research. It does incorporate key words found in the text and may include the purpose, methods, and scope of the research. Essentially, the descriptive abstract only describes the work being summarized. Some researchers consider it an outline of the work, rather than a summary. Descriptive abstracts are usually very short, 100 words or less.  
  
**Informative**   
The majority of abstracts are informative. While they still do not critique or evaluate a work, they do more than describe it. A good informative abstract act as a surrogate for the work itself. That is, the researcher presents and explains all the main arguments and the important results and evidence in the paper. An informative abstract includes the information that can be found in a descriptive abstract [purpose, methods, scope] but it also includes the results and conclusions of the research and the recommendations of the author. The length varies according to discipline, but an informative abstract is usually no more than 300 words in length.

**Qustion#2: Explain the process of technical report writing?**

**Explanation:** Before starting to write a report, we should do some preparations:

* **Establish the message of report.** We should clearly understand for what reason we are writing and what information we want to provide our documentation.
* **Define audience**. The process of writing a tech report is the same as writing documentation. Before starting to write a tech report, define our target audience to make our content more relevant to them — if people of our field read our report, it can be more “technical” in language and detail. In another case, cut back on the jargon for non-expert readers.
* **Create an outline**. Technical reports are usually very structured, so we should create a draft to follow it to make our report clear and well-structured.

Here are the elements of a technical report:

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

**Title Page**

The title page comes first in a technical report. It contains the title, the date, institution details, and the like. Keep in mind, that the content of the title page is not added up to the word count of a report.

**Introduction**

In this part, highlight the main goals of our paper clearly to help our readers understand the purpose we’re writing for. We can also describe the flow of our report to let our readers know what they should expect.

**Summary**

Write an overview of the whole report here. It usually includes the results and conclusions.

**Results**

The results section should be an objective summary of our results, which can use tables, graphs, or figures to describe the most important results and trends. We do not need to attempt to provide reasons for your results.

**Body**

This is the main part of our report because it carries our content. Introduce the information using small subheadings to make the body section more presentable and clearer, so readers will be guided with these subheadings. We can also use bulleted or numbered lists to point main ideas in order to help our readers understand what are we talking about.

**Conclusion**

A conclusion implies a summary of the main points that we report in the body, what decision we came. Use words to show that we are concluding our work to prepare readers that we’re about to finish. The conclusion should be short and concise. But the main idea is to cover every question that a reader may ask.

**Details**

This part states the details of the technical report subject.

**Acknowledgments**

Here we should list all the people who took part in writing this tech report, who helped we, who proofread our work and so on. So, appreciate other people’s efforts.

**Appendices**

In this section, we should include graphs or diagrams but if we don’t have any materials, just skip the section.

**Question#3: What is Library, also explain the rules of library?**

**Library:**

The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials are stored "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 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”. Library is a fountainhead of information and knowledge. It can be compared to a giant brain that remembers all that the scientists, the historians, the poets, the philosophers, and other great intellectual have thought and learned. In short, a library is a place where the experience and expertise of the past can meet the needs of the present. A Library can be defined as a collection of graphic acoustic and holistic material such as books, periodicals, newspapers, manuscripts, maps, charts, filmstrips, microfilms, photographs, records, or any recorded piece of information systematically arranged and designed for use.

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 Library:**

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. Marking or underlining of library books is not allowed
12. Briefcases, luggage, umbrella, camera are not allowed into the library
13. Smoking and eating are not allowed in the library
14. Pets must not be brought into the library
15. Silence must be maintained in and around the library