

Name : Wasel-ullah

Id no : 15391

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Teacher : ^{Six} Naeemullah

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Q.1 what is abstract, explain in detail?

Ans Abstract:

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

the main points about your technical project.

Definitions

The word abstract comes from the Latin word "abstractum", which means a condensed form of a longer piece of writing.

There are two types of abstracts.

- Informative abstract.
- Descriptive abstract.

Informative abstract:

The informative abstract is also known as the complete abstract, it is a compendious summary of a paper's substance and its background, purpose, methodology, results, and conclusions. Usually between 100 and 200 words, the informative abstract summarizes the paper's

Structure, its major topics and key points. A format for Scientific Short report that is similar to an informative abstract has been proposed in recent years. Informative abstracts may be viewed as a standalone documents.

• Descriptive abstract:

The descriptive abstract, it is also known as limited abstract or the indicative abstract, it provides a description of what the paper covers without delving into its substance.

A descriptive abstract is akin to a table of contents in a paragraph form.

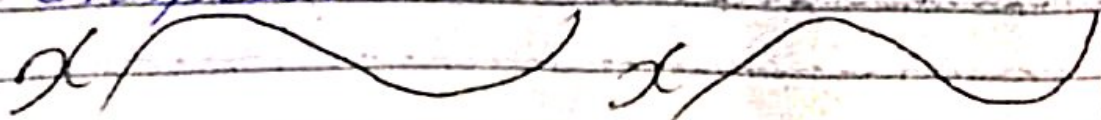
* Purpose of writing an abstract

we may write an abstract for various reasons. The two most important

reasons are selection and indexing. Abstracts allow readers who may be interested in a longer work to quickly decide whether it is worth their time to read. Also, many online databases use abstracts to index larger works. Therefore, abstracts should contain keywords and phrases that allow for easy searching.

* When to write abstracts

- when submitting articles to journals, especially online journals.
- when applying for research grants
- when writing a book proposal
- when completing the Ph.D. dissertation or M.A. thesis
- when writing a proposal for a conference paper.
- when writing a proposal for a book chapter.



Q.2 Explain the process of technical report writing?

Ans Technical report writings - A technical report also known as "scientific report" is a document that describes the process, progress, or result of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research.

technical writing process:

Like any other business activity, technical writing can be broken down to a process - a set of high-level steps. These five steps are Plan, Structure, write, Review and Publish. These high-level steps are the common elements in virtually every technical writing project really in any business writing project - big or small.

it help to keep the five steps in mind when you're writing technical documents. So we can mentally 'tick off' our progress as we go and understand what's yet to be done.

Following are the five steps of the process of writing technical report.

1. Plan

2. Structure

3. write

4. Review

5. Publish

1. Plans

All projects need to be planned, at least at some level. whilst you don't have to go create detailed Gantt chart for every technical writing project, it certainly helps if we answer some

Some of the related questions before we put the pen to paper for writing it.

2: Structure:

A structure is the backbone of any document the hierarchy of headings that define the logical order that it will progress. Structure is absolutely essential to successful document, and it's something that we should develop before starting to write. A well-structured document is one that has had thought go into it beforehand, which means we are less likely to need to rehab it later on.

3: Write:

writing is where we convert barebones table of contents and notes into a series of drafts, culminating in a draft that's ready for formal review. writing is only about 20-30% of the process

in a well-planned document much of the effort goes into planning, structuring, and reviewing our work. The more time spend on planning and structuring work, the less time likely to spend on writing.

4: Reviews In the Review step, there are a number of discrete activities gain on (depending on the type of documents being written):

- Review by subject matter experts.
- Testing a procedure/instruction to make sure
- Peer review by a colleague
- Editing and proofing.

The point of all these activities is to apply the appropriate level of equality control to ensure our document is accurate.

5 Publish :-

Publishing can be complicated process or it can be extremely easy. Publication is where writers manufacture and launch the final product. This might be as straightforward as emailing an approved document to your manager, or uploading it to a content management system or intranet. on the other hand, it might involve some fairly complicated logistics.

Q.3

what is Library, also explain the rules of Library?

Ans: Library: A Library is a curated collection of sources of information and resources, selected by experts and made accessible to a defined community for reference or borrowing of in quiet environment.

Conducive to study. It provides physical or digital access to material, and may be a physical location or a virtual space, or both. A Library's collection can include books, periodicals, newspapers, documents, e-book, audiobooks, data bases and some other formats.

Rules of Library:

The library is one of our most valuable assets. It provides the materials and quiet environment needed for scholarly work. Followings are the rules of library which should be respected.

- It is forbidden to bring food into the library.
- Drinks (hot or cold) can be brought in to the library but only if they are in a sealed, spill-proof.
- Mobile phones must be switched to 'silent' mood.

- Conversation on mobile phones must be held outside of the library.
- The rule of silence must be respected and antisocial behaviour will not be tolerated.
- All books and periodicals must be returned to shelves after use.

