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**SUBJECT NAME: ENGLISH (III)**

## **QUESTION 1:**

**What is an abstract, explain in detail?**

**ANSWER:**

### **ABSTRACT:**

- The word abstract comes from the Latin abstractum, which means a condensed form of a longer piece of writing.
- Abstracts are important parts of reports and research papers and sometimes academic assignments. The abstract is often the last item that you write, but the first thing people read when they want to have a quick overview of the whole paper. We suggest you leave writing the abstract to the end, because you will have a clearer picture of all your findings and conclusions.
- First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.
- Next read these sentences again to ensure that they cover the major points in your paper.
- Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.
- Check the word length and further reduce your words if necessary by cutting out unnecessary words or rewriting some of the sentences into a single, more succinct sentence.
- Edit for flow and expressions.
- A good abstract
- Uses one well-developed paragraph that is coherent and concise, and is able to stand alone as a unit of information.

- Covers all the essentials academic elements of the full-length paper, namely the background, purpose, focus, methods, results, and conclusions.
- Contains no information not included in the paper.

There are two types of abstracts:

**1. Descriptive abstract**

**2. Informative abstract**

- **DESCRIPTIVE ABSTRACT:**

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)

- **INFORMATIVE ABSTRACT:**

Informative abstract are generally used for science, engineering or psychology reports. You must get the essence of what your report is about. Usually in about 200 words.

**QUESTION 2:**

**Explain the process of technical report writing?**

**ANSWER:**

Just like any other business activity, technical writing can be boiled down to a process a set of high-level steps. These high-level steps are:

1. Plan
2. Structure
3. Write
4. Review
5. Publish

## **PLAN:**

All projects need to be planned – at least at some level. Whilst you don't have to go create a detailed Gantt chart for every technical writing project, it certainly helps if you answer some of the following questions before you put pen to paper. The results of this planning may be as simple as some bullet points jotted down in your notepad – or you may find that simply going through this as a mental exercise is sufficient.

## **STRUCTURE:**

A structure is the backbone of your document – the hierarchy of headings that define the logical order that it will progress. Structure is absolutely essential to successful documents, and it's something that you should develop *before* you start writing. A well-structured document is one that has had *thought* go into it beforehand, which means you're less likely to need to rehash it later on.

It's important to understand that structure isn't a straightjacket – it'll evolve and change as you write and review the document. After you publish, you may end up with a very different-looking document to the one you envisaged – that's perfectly normal and there's nothing at all wrong with it.

## **WRITE:**

Writing is where you convert your bare-bones table of contents and notes into a series of drafts, culminating in a draft that's ready for formal review. Contrary to popular impression, writing is only about 20-30% of the process in a well-planned document – much of the effort goes into planning, structuring, and reviewing your work. In fact, the *more* time you spend planning and structuring your work, the *less* time you're likely to spend on writing.

## **REVIEW:**

I like to think of review as the *polishing* stage. It's where your document gets the trial by fire, so to speak, of having others formally review it, as well as undergoing another very important task – editing and proofing.

## **PUBLISH:**

Publishing can be a 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.

## **QUESTION 3:**

**What is library, also explain the rules of library?**

## **ANSWER:**

A place where books, magazines, and other materials (such as videos and musical recordings) are available for people to use or borrow. A room in a person's house where books are kept. A collection of simple things (such as books or recording).

The rules of the library are:

- It is forbidden to bring food into the Library.
- Drinks (hot or cold) can be brought into the library but only if they are in a sealed, spill-proof container such as a sports bottle, travel mug or keep cup.
- Mobile phones must be switched to 'silent' mode.
- 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. Offenders will be required to leave, and repeat offenders will be banned indefinitely from using the Library.
- All books and periodicals must be returned to the shelves after use.

