Mid-Term Assignment

Total Marks: 30

Instructor: Naeem Ullah Kaka Khel

Subject: Technical Report Writing

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

Ans: **ABSTRACT :**

Abstract is the detailed summary of thesis, review, research articles, journals, or depth analysis of a particular subject, it helps the reader to quickly ascertain the purpose of the journal or paper.

The reasons behind writing abstract is:

- They are the important part of research papers or academic writing.
- We write abstract to give a quick review objective to the reviewer/ reader.
- We write it in the end to give the overview and conclusion.

There are two main types of Abstract:

1. Descriptive Abstract
2. Informative Abstract

1. DESCRIPTIVE ABSTRACT :

These types of abstracts are used for psychology, humanitarian or social sciences essays. Descriptive abstract is mostly short and consists of (50 to 100) words as a whole. Most of these types of writings have the certain key points in common:

- Background.
- Purpose.
- Focus of paper/ particular interest.
- Overview (it's not included always)

2. INFORMATIVE ABSTRACT :

These abstracts are used by engineers, scientists, or psychological report writers. You must get the quintessence of what your report is about, usually in 200 words. They have key parts in common. Each part may consist of 1-2 sentences. They include:

A. Background.
B. Purpose or aim of the research.
C. Methods used.
D. Results/ findings.

E. Conclusion.

Writing an abstract includes the following steps:

1. Background.
2. Purpose and focus.
3. Methods.
4. Results (Also known as 'findings').
5. Conclusion.
6. Recommendations.
    - Summarizing the whole paper including the conclusion.

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

ANS:

PROCESS OF TECHNICAL REPORT WRITING:

Following are the main steps involved in the process of technical report writing:

1. Pre-writing:
    a. Examine your purpose.
    b. Determine your goals.
    c. Consider your audience.
    d. Gather your data.
    - Determine how the content will be provided.

2. Writing:
    a. Organization.
    b. Formatting.

1. **PRE-WRITING :**
    a. **EXAMINE YOUR PURPOSE :**

What is the purpose or objective of communication. There can be two reasons for writing i-e:

1. Someone asks you (External Motivation).
2. either you write it on your own (Internal Motivation).

b. **DETERMINE YOUR GOALS :**

What is the reason for communication?

- Persuade an audience.
- Instructing an audience.
- Informing the audience of facts, questions or concerns.
- Building trust by managing work relationships.

c. **CONSIDER YOUR AUDIENCE :**

Who is the audience you are communicating with or addressing?

- Management.
- Sub ordinates.
- Co workers.
- Customers.
- Mult icultural group of individuals.

d. **GATHER YOUR DATA :**

Deciding what you have to say?

- Listening/ Brainstorm.
- Mind Mapping.
- Answering the reporters questions.
- Researching.
- Outline.
- Organizational charts.

2. **WRITING:**

   a. **ORGANIZATION :**

   Organizing all the collected data logically, that readers could easily keep the sequence.

   b. **FORMATTING :**

   Format the context to allow for ease of access.

3. **RE-WRITING :**

   a. **REVISING :**

Clearing the communication ideas. Organization of paper. Revising the paragraph structure that is correct or not. The introduction should be strong with a conclusion.

b. **EDITING :**

To find out the grammatical mistakes, spelling mistakes and the errors that have been made are edited and corrected in this phase of technical writing.

c. **PROOF READING :**

This process is done when we have the electronic copy of our written material in the hard form, to find and correct production errors of text or art.

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

ANS: LIBRARY:

The word library is derived from a latin word meaning "a place where books and other reading materials are stored" , according to Oxford English Dictionary the meaning of library can be understood very easily as they have defined in such way that, "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"'.

TYPES OF LIBRARIES:

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

RULES OF LIBRARIES :

1. An ID card should be required for getting inside the library.
2. Silence is must and to maintain else will face expulsion from the library.
3. No discussions in the premises of the library.
4. Registration should be done to have the library membership, and use the library resources easily.
5. No personal belongings are allowed in the library.
6. textbooks , printed materials and issued books are not allowed to be taken to the library.
7. Using mobile phone is strictly prohibited.
8. Making an entry while entering the library in the entry register and to be signed by the visitor.
9. If you are bringing some books or materials with you, show it to the library staff at the entrance counter.

10. The librarian may recall the book at any time and the library member should return it as soon as possible or on immediate note.

11. The membership card is not transferable, the member is responsible for the borrowed book.

12. Any refreshment stuff is strictly prohibited in the [premises of the library.

13. If someone fails to submit the book on the due date, he/she will be fined as per the policy of the library.

14. If someone loses the book he/she should bring the same edition of book or will be fined double of the book's cost.

15. Library members should take care of their membership card, not to be teared, or folded especially on the cards on which entries are done.

16. If someone loses the card another card should be issued to the member through a proper procedure and fine payment.