



FINAL ASSIGNMENT

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DEPT : BS SOFTWARE ENGINEERING

COURSE NAME: ENGLISH (TECHNICAL REPORT
WRITING)

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DATE: 22/06/2020

Q.1:- What are the Objectives for Report writing, explain in detail?

Ans:-1. Differentiate between a report and an essay as two distinct forms of written communication.

2. Know the forms and methods of investigation (Research).
3. Know the various types of reports and their essential elements.
4. Learn how to write both long and short formal reports in a clear objective style and appropriate layout.
5. Write abstracts and summaries, introductions, conclusions and recommendations.
6. Develop skills in organizing and outlining.
7. Understand the role and use of graphics in reports.

The five major stages of report preparation are

1. Gathering the data (or developing the theory)
2. Analyzing and sorting the results
3. Outlining the report
4. Writing the rough draft
5. Revising the rough draft

Gathering the Data

Report preparation begins with planning the research program. An orderly investigation is a requisite for an orderly report. Report planning and program planning should be considered one and the same. To become a successful technical writer, you should develop

the ability to foresee the general content of the report before the program begins. In most cases you should be able to prepare a preliminary report outline at the beginning of the program. Outlining should benefit both the report and the program, for obviously a well-prepared outline requires a carefully planned program.

Analyzing and Sorting the Results

The second stage of report preparation, data analysis and sorting, is probably the most difficult because it requires considerable mental effort to decide what you want to tell your readers. The beginning of this stage overlaps the data-gathering stage, for data analysis should begin as the data are collected. But the bulk of data analysis must be done near completion of the program. At this time reexamine the pertinent data and review your earlier opinions with respect to subsequent results.

Outlining the Report

Outlining is a necessary preliminary step to report writing. It involves the planning needed to prepare a clear report that is logically organized, concise, and easy to read. Without an outline most inexperienced authors write reports that are confusing and difficult to follow. The outlining stage is a natural progression from the analysis and sorting stage. In the sorting stage concentration is on what results should be presented in a report. In the outlining stage attention is directed to how these results should be presented.

Main Heading

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Subheading

Run-in heading.—This heading is indented on the same line as the first line of the paragraph.

Below run-in heading: This heading is indented on the same line as the first line of the paragraph.

Three levels of headings should be sufficient; more may disrupt your readers' concentration. The typeface and placement of headings will vary with the type of publication.

Writing the Rough Draft

With a logically organized outline and the necessary illustrations already prepared, writing the rough draft should be much easier than you thought. But do not expect to write the final version in the first attempt. The rough draft should be the last of several versions, each an improvement of the preceding one. This final version is considered a "rough" draft because it still must go through a series of technical and editorial reviews. But it should be as polished as you can make it. From your point of view it should be ready for printing and distribution to a critical audience.

Q.2:- Write down the format for Research Proposal?

Ans:- It begins with the description, which is basically a one or two page summary, or overview, written in such a way that someone not familiar with the subject matter can still understand it. They need to be able to understand the methods about which you are writing as well as the goals of your research. Your research proposal is not the place for jargon. The layman is generally not going to understand

what any of those things mean, so you need to keep your writing as clean as possible. You will have to repeat some of the description's information later in your proposal yourself, but that is expected and rest assured that you will not be faulted for it.

The second section of your research proposal is the introduction. It begins with the literature review, which again needs to be written in such a way that anyone will know what you are trying to say. The review itself contains background information – clinical, scientific; basically whatever applies to the subject of your paper. It is a place where you will discuss literature which has already been published, specifically as it applies to your research proposal. In general, at least in the proposal itself, the literature review does not need to be more than five pages long. Traditionally, between ten and twenty references will suffice.

The next subsection under the introduction heading is the rationale, which is just a short section including your hypothesis. It does not need to be longer than a page, and sometimes a paragraph is sufficient. The rationale needs to contain several important elements, such as short but thorough statements detailing the issue your research is dealing with, the methods you intend to use, and how the ultimate results will be significant to the subject matter.

The third section of the proposal is the research design. In this section, you generally need a narrative about your project, you need to justify all methods you will be using, and you often need a flow chart.

. It is where the analysis of your data and your interpretation of it will go. In this section, it is important that you know how to write methodology. You may not need to focus on the methodology chapter that much in your proposal, but it can seriously help you when you get to the actual project. This is also where you sketch out how you will present the data, and other such technical aspects.

When thinking about what is research proposal format, you also have to consider the elements that may seem less important but are actually quite necessary. These sections include the cover page, the timeline, the units needed for the project, and all references you cited in your research proposal.

Style, layout, and page formatting

Title page

All text on the title page is centered vertically and horizontally. The title page has no page number and it is not counted in any page numbering.

Page layout

Left margin: 1½"

Right margin: 1"

Top margin: 1"

Bottom margin: 1"

Page numbering Pages are numbered at the top right. There should be 1" of white space from the top of the page number to the top of

the paper. Numeric page numbering begins with the first page of Chapter 1 (although a page number is not placed on page 1).

Spacing and justification

All pages are single sided. Text is double-spaced, except for long quotations and the bibliography (which are single-spaced). There is one blank line between a section heading and the text that follows it. Do not right-justify text. Use ragged-right.

Font face and size

Any easily readable font is acceptable. The font should be 10 points or larger. Generally, the same font must be used throughout the manuscript, except 1) tables and graphs may use a different font, and 2) chapter titles and section headings may use a different font.

References

APA format should be used to cite references within the paper. If you name the author in your sentence, then follow the authors name with the year in parentheses

Q.3:- Elaborate the process of Technical Report Writing?

Ans:- **Step 1: Prewriting:-**

Writing should start with thinking about the topic and purpose of your writing. Once that is established, brainstorm by informally jotting down ideas that pop into your head. This helps with deciding what you choose to write about. Brainstorm after you have read over the project's guidelines several times to fully understand the assignment.

Identify your thesis (main idea) and make sure all of your content relates to and/ or supports your thesis so you stay focused and on topic. Whether you choose to prewrite by making a list, developing an outline, filling in boxes, creating a web, or coming up with your own prewriting strategy is up to you. Identify the parts of your piece (paragraphs and/ or sections) and what your goal is in each. This will focus and arrange your writing, breaking the task down into smaller, more manageable chunks.

Step 2: Writing:-

Here is where you are ready to actually write your piece using formal sentences and paragraphs. Follow your prewriting and make sure you accomplish the goal of each section or paragraph. Use your prewriting as a checklist, and further develop your ideas and content as you write. Be sure to write using proper sentence and paragraph structures and use transitions for flow. Think about what you are writing and if it makes sense. Expand upon and explain your thoughts clearly and thoroughly so the reader knows exactly what you mean; never assume the reader knows what you are presenting. Insert your research, support, facts, and details (with citations, if necessary) to accomplish your goal. Get it all down on paper, from introduction to conclusion. At this point, just get the content down, as when you get to the rewriting part of the process, you can perfect how it reads.

Step 3: Rewriting:-

If possible, take a break before completing this final step of the writing process so you can approach it with fresh eyes and a clear mind. First, read through with a focus on your content. Does it achieve your goal and maintain a focus? Have you properly executed the MLA style or another style required for research citations and format? Purdue Online Writing Lab is an excellent online resource for writing strategies, as well as properly formatting, citing research, and proofreading.

Rewrite, edit, and delete content as necessary, then read through it again to check your organization, transitions, word choice, and sentence and paragraph structure. Make sure it flows and is easy to read. Finally, proofread for punctuation, spelling, grammar, and usage errors. If you can, have another person proofread it a final time.

Q.4:-What are Footnotes and Endnotes, explain in detail?

Ans:- Footnotes and endnotes are both ways to add clarifying information into a document. They provide important details with which the reader may be unfamiliar. They often save the reader from looking up unfamiliar words, people, places or sources.

It's important to note that foot- and endnotes can also be used instead of in-text citations, i.e., instead of placing the author(s) and publication year in parenthesis for a reference. This means that if you used footnotes, you wouldn't include a reference list at the end

of your work because you included the references within the writing. And with endnotes, you would have an “Endnotes” (or “Notes”) page instead.

DIFFERENCE

Footnotes appear at the bottom (or foot) of the page in which the reference was made;

Whereas endnotes appear at the end of a piece of work, or a chapter, on a separate page entitled “Endnotes” or simply “Notes”. This section is included before your references or bibliography page.

SIMILARITIES

In terms of similarities, both are signified in the text by a superscript Arabic number, and the numbers are ordered sequentially, e.g.,

If you wanted to add some additional information at the end of this sentence, this foot- or endnote would be numbered as one.¹ Then, you might want to add some more supplementary information here,² so the next foot- or endnote would be numbered two. The foot- or endnote number corresponds to the relevant content.

Footnotes Advantages

A reader only has to look at the bottom of the page to find the corresponding footnote.

You don't need to include a separate section

Footnotes Disadvantages

If you include a few footnotes on one page, it can make the page appear cluttered.

In fact, if the footnote is particularly long, it can take up more space than the main text.

Endnotes Advantages

As they're located in a separate section, they're not as distracting as footnotes.

Your reader can easily look over all supplementary material as it's in one space

Endnotes Disadvantages

A reader has to go to a different page to access the endnote.

They can be more confusing to use if you have different chapters

Q.5:- Define and differentiate Academic and Technical writing?

ANS:- **ACADEMIC WRITING**:- Academic writing is relatively complex because most of the academic papers are tied to a specific discipline or study area. Unlike many would think, this type of writing is done in the business and computer sector also, and today these are the two main sectors for academic writing. Scholarly articles and textbooks in either of these sectors will contain a lot of detail. Each technical area will have specialized terminologies that are not known to a normal person.

TECHNICAL WRITING:- Technical writing is closely related to the description of a product. The main strategy followed in technical

writing is to clearly explain the steps to accomplish the task in such a way that any person will be able to do it. Technical writing mainly consists of user manual preparation that contains detailed working and properties of an equipment or product. Other types of technical writings include business letters, memos, product descriptions, warning labels and, to some extent, editorial letters.

DIFFERENCE

There are very important differences between academic and technical writing. A good academic writer may not be a good technical writer and vice versa. Academic writing is all about proving something in one way or the other. Technical writing, on the other hand, is all about instructing how to do something to achieve a specific goal. Academic writing tries to win a rational argument by offering evidence, precedence, and reference.

Technical writing, on the other hand, tries to change our behavior by instructing us the logical steps through which we can complete a task successfully.

