



## 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?

**Definition:**

*abstract.*

*is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. The abstract can be read to get a quick overview. It tells the reader what to expect in your work and it should be based on all you have written.*

*Two main types of abstract:*

**(1) 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). Most descriptive abstracts have certain key parts in common. They are:*

- *background*
- *purpose*
- *particular interest/focus of paper*
- *overview of contents (not always included)*

## **(2) Informative abstract.**

- ***Informative abstracts 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. Most informative abstracts also have key parts in common. Each of these parts might consist of 1-2 sentences. The parts include:***
  - *background*
  - *aim or purpose of research*
  - *method used*
  - *findings/results*
  - *conclusion*

## ***Why do we write abstracts?***

***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.***

## ***How do I write an abstract?***

**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 expression.**

## ***What makes a good abstract?***

### ***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 essential academic elements of the full-length paper, namely the background, purpose, focus, methods, results and conclusions***

***Contains no information not included in the paper***

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

### Explanation:

*Technical writing refers to any writing that deals with a specialized area usually in science or industry. Because technical writing usually deals with an object, a process, or an abstract idea, the language is utilitarian, stressing accuracy rather than style. The tone is objective: the technical content, not the author's voice, is the focal point. The purpose is to accurately transmit technical information.*

### Good technical writing is:

#### 1) *Logical:*

*Papers usually have an Introduction, Data section, Analysis section, Results section and a Conclusion. Organization is important for clarity.*

#### 2) *Accurate:*

*Since the goal is to transmit technical information, the facts, theories and observations should be correct. Base your conclusions only on facts not assumptions. Readers make scientific decisions based on data presented. The results of good scientific work can be obscured by reports that are full of inaccuracies.*

#### 3) *Consistent:*

*Capitalization, units of measure, use of abbreviations, punctuation and rules of grammar should be correct and consistent. Inconsistencies in technical writing will confuse the reader and convince them that the scientific work being presented is as sloppy as your writing. The goal is to produce a document that is written by an educated, literate person.*

#### 4) *Clear:*

*Keep the writing short and simple. Use small words not big ones. Keep sentences, paragraphs and sections short. Limit each paragraph or section to one central idea. Active voice is preferable to passive voice and uses fewer words.*

*Avoid technical jargon. Some terminology is necessary and valid. But too much makes the writing incomprehensible. d. Technical writers need to consider their audience. Since a single document maybe read by a wide variety of individuals, write so that the most non-technical reader can understand it.*

#### 5) *Grammatically correct:*

*Misspelled words and sloppy grammar point to authors who are lazy and uncaring about their work*

#### 6) *Concise:*

*People are extremely busy. Concise writing is easier and less time consuming to read. Your words should be precise and well organized. Get to the point quickly, and stick to it. State the problem clearly, analyze the problem, and summarize the results. Include only useful references. The length of the piece is no guide to its importance.*

### **7) Persuasive:**

*The document should offer clear, objective presentation of the facts that support your ideas, opinions and recommendations*

### **8) Interesting:**

*If a document is going to be read, it has to keep the readers interest*

## **Q (3) What is Library, also explain the rules of library?**

### **INTRODUCTION:**

*The word Library has been derived from the Latin word "Libraries" which means a place where books and other reading materials are stored. According to the Oxford English Dictionary "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". library has undergone a significant change with the changing times, civilization and culture. The modern definition of a library is a place, where documents containing knowledge and information are stored technically and scientifically processed, properly preserved and made easily available to the users when warranted without loss of time. The library is also sometimes referred to as the "memory of human race". 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<sup>^</sup>. Hence 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.*

### **Types of Libraries:**

◎ **i) Public Libraries:**

*The provision and purpose of the public Library is to provide for every person the education obtainable through reading UNESCO manifesto which defines Public Library as (a) Which is established under the clear mandate of law (b) Which is "maintained wholly from public fund" (c) Which levies no "direct charge" on its users for any of its services and (d) Which is open "for free and equal use by all members of the Community" regardless of race, color, sex etc.*

◎ **ii) Academic Libraries:**

*Libraries that are attached to educational or academic institutions are called as Academic libraries, these include the libraries of school, college and Universities and similar institutes, which cater to the needs of different levels of academic community. Library is the most important intellectual resource of the academic community and helps the members of the institution individually as well as collectively for self-development, fulfillment of curriculum requirements and promotes study and research.*

◎ **iii) Special Libraries:**

*Special libraries began to emerge and develop in response to the increased tempo of industrial, scientific and technological advances. The term special library means a library, which is concerned almost exclusively with the literature of a particular subject or a group of subjects. It exists to serve the personnel of the parent body. So much importance in its information function that it is called as Information Bureau'. It serves specialist clientele, located within single organization or group and is responsible for the collection, organization, storage, retrieval and dissemination of information directly concerned and ancillary to, the work of the specialized institution with which it is attached. Thus, there are three basic elements in a special library that is special readers, special collections and special location.*

◎ **iv) National Libraries:**

*National Libraries are distinct from other type of libraries. They are financed and maintained by the government of that country and exists to serve the whole nation. They are normally very large having millions of books. Their main purpose is to collect or acquire and conserve copies of all significant publications published in the country and function as a "deposit library, either by Law or under other arrangement.*

### ☉ v) **Contact Libraries:**

*Contact Libraries have come into existence to remove misunderstandings among the nations and to promote cultural contacts or understanding between people of different nations through the use of books.*

#### **Some of the rules and regulations are:**

- 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 etc are not allowed into the library*