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Paper technical report writing

Q1 Abstract

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- The word abstract comes from the Latin abstractum, which means a condensed form of a longer piece of writing. There are two main types of abstract:
- (1) Descriptive abstract.
- (2) Informative abstract.
- The type of abstract you write depends on your discipline area.

■ **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.

■ **(1) Descriptive abstracts**

- 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 abstracts**
- 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

Q2 explain the process of Technical report writing

The Writing Process

Why do you need a writing process?

It can help writers to

- organize their thoughts.
- avoid frustration.
- use their time productively and efficiently.

Pre Writing

- Examine your purpose
- Determine your goals
- Consider your audience

- ❑ Gather your data
- ❑ Determine how the content will be provided

Examine your purpose

- ❑ Why are you communicating ?
 - External Motivation
 - ❑ If someone asks you to write
 - Internal Motivation

If you write on your own

Q3 Library

The word Library has been derived from the Latin word "Libraria" 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".

The above definition of 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".

Types of Libraries:

- ⊙ i) Public Libraries,
- ⊙ ii) Academic Libraries
- ⊙ iii) Special Libraries
- ⊙ iv) National Libraries

⦿ v) Contact Libraries

- ⦿ Some of the rules and regulations are:
- ⦿ Any materials leaving the library must be properly borrowed
- ⦿ Books in the Reference Section, Serials or Reserved Units may not be removed from the library.
- ⦿ It is an offence to keep materials (books) beyond the date specified for return.
- ⦿ Penalties (fine) will be charged for over-due books.
- ⦿ Returned books must be delivered at the Loans' Desk
- ⦿ All consulted books must be left on the Reading Tables.
- ⦿ No Readers may enter any part of the library marked 'Private or Work-room' unless by permission.
- ⦿ Any person who is suspected to be security risk may be ordered out of the library.
- ⦿ Indecent dressing will not be allowed into the library.
- ⦿ The use of naked light is not allowed in the library
- ⦿ Marking or underlining of library books is not allowed
- ⦿ Briefcases, luggage, umbrella, camera etc are not allowed into the library