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Question No: 01

ANSWER:

Chronological Manner:

Chronological manner means time and order. Means arranging information according to time. It means a method of organizing an action or events that are presented as they occur or occurred in time. In chronological manner we don't always proceed directly from one step to next. These processes are often iterative, meaning we might return to previous stage in the process from time to time.

The more complex the task, the more iteration might be needed.

You may have come across a writing process before, and it may or may not have worked

well for you. there is no single process that works for everyone in every situation. the key is recognize the various steps in a typical writing process and figure out how to use them most effectively for your situation.

For example you may have come across the 40-20-40 writing process which suggests that you should break up the amount of time you spend on the writing task into three distinct stages of planning, drafting and revising, and give one a specific percentage of time you have available.

40-20-40 Writing Process:

Stage 1. Planning:

Spend 40% of your time planning your document (task analysis, thinking, discussing, free-writing, researching, brainstorming, concept mapping, focusing ideas, outlining).

Stage 2. Drafting:

Spend 20% of your time writing a

rough draft (quickly getting all your ideas down in print, in more or less complete sentences and paragraphs, in more or less the right order, without agonizing over style or grammar choices).

Stage 3. Revising:

Spend 40% of your time revising, editing and proofreading (polishing your draft, making sure the content is complete and well supported, ideas flow logically, formatting meets expectations, expression is grammatically correct and has the appropriate tone and vocabulary).

Note:

→ As with design process, the writing process must begin with an understanding of the problem you are trying to solve.

→ In professional contexts, you must also consider who your intended readers will be, why they will be reading this document, and what their needs are, as well as deadlines and documentation requirements.

Question No: 02

Answer:

A research problem is a statement about an area of concern, a condition to be improved, a difficulty to be eliminated, (or a trouble question that exists in scholarly literature, in theory, or in practice that points to the need for meaningful understanding and deliberate investigation.

* Parameters OR components of Proposals

there are six parameters of research proposal which are describe as follows.

1. The Abstract:

The abstract is an overview of research study and is typically two to four paragraphs in length. think of it as an executive summary that distills the key elements of the remaining sections into a few sentences.

2. Introduction:

The introduction provides the key

question that the researcher is attempting to answer and a review of any literature that is relevant. In addition, the researcher will provide a rationale for why the research is important and will present a hypothesis that attempts to answer the key question. Lastly, the introduction should summarize the state of the key question following the completion of the research.

3. Methodology:

The methodology section of the research report is arguably the most important for two reasons. First it allows readers to evaluate the quality of research and second, it provides the details by which another researcher may replicate and validate the findings. The information in the methodology section is arranged in chronological order with the most important information at the top of each

Section.

4. Results:

In longer research papers, the results section contains the data and perhaps a short introduction. Typically the interpretation of the data and the analysis is reserved for the discussion section.

5. Discussion:

The discussion section is where the results of the study are interpreted and evaluated against the existing body of research literature. In addition, should there be any anomalies found in the results, this is where the authors will point them out. Lastly the discussion section will attempt to connect the results to the bigger picture and show how the results might be applied.

6. Reference:

This section provides a list of each author and paper cited in the research report. Any fact, idea, or

Direct quotation used in the report should be cited and referenced.

Question No: 03

Answer:

Networking websites allows individuals businesses and other organization to interact with one another and build relationships and communities online. when companies join these social channels, consumer can interact with them directly.

Note: Making webpage for mobiserve pakistia limited.

* Feasibility Report:

→ Studies of situation.

Making webpage

As we operates in the field of telecommunications as an operations and maintenance sub-contractor.

The plan is to make a webpage for our company.

We will make a webpage that obey the principles of technical writing skills.

- It will be divided into sections for the vendors (equipments) we are working with, clearly determining the essential regarding all aspects of running project.
- Further sub-divided into sections and columns which will show the region we are working ~~in~~ and shows the region LCH individual in columns.
- There will be option where one can go and check the current jobs openings.
- There will be columns and there will be details for audience to contact us.
- There will be columns where employees can log in and submit their daily work activities.

Question No: 04

Answer:

Types of Reports:

* Informal Report:

Informal Report are typically internal reports, and can go to other members of the department and department heads they are also used for reports that will circulate throughout the company. they use personal pronouns and contractions. though the report may be several sections long, it is typically much shorter than a formal report. No contents page is included. Informal reports can even be formatted like a memo.

* Formal Report:

If you are writing a report for upper management or for another organization, you will need a formal report. Formal reports are also used for research papers in higher education. Formal reports are

longer and well researched. Formal reports are impersonal, rarely using personal pronouns and contractions. Summaries are located on separate pages and usually have more than one heading. Formal reports may also be preceded by a proposal. Include a contents page if your report is more than five pages long. A cover letter or a memo may be required.

* Requirements of Formal Report:

Include a cover page that is resembles a book cover. The abstract briefly summarizes the problem, the process of research and final conclusions in one page or less. Your title page will cover the title of the report, the person who compiled the report, the publisher and submission date. Summarize your initial thesis or the purpose of the study, and include all the details that are necessary for your audience to completely

understand the question. include a table of contents and a list of tables and a list of tables and figures. the body of your report will include an introduction, overview of the research and final conclusions and recommendations. End your report with acknowledgements, a list of references where you located your research and any appendices.

Question No: 05

Answer:

Plagiarism:

It means presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

* Protection of Intellectual Property:

To protect facts that have been considered the intellectual

property of author copyright is

a type that gives its owner

the exclusive right to make

copies of a creative work. The

creative work may be in a

literary, artistic, educational.

Copyright is intended to protect

the original expression of an idea

in the form of creative work.

Some jurisdictions require

"fixing" copyrighted work

in a tangible form. It

is often shared among

multiple authors, each whom

hold a set of rights to

use or license the work,

and who are commonly

referred to as rights holders.

These rights frequently include

reproduction, control over derivative

works.

"The End"