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Q1) Technical writers use design processes to creatively solve complex problem; they use writing processes to create complex documents in both cases, there are steps or stages. What is the chronological manner to know the technical writing process?

Ans) **Technical writing process:**

The technical writing process is not just sitting and writing documentation, it's a

more complicated process than you may think. Usually it consists of 5 steps

- Preparation
- Research
- Organization
- First Draft and Revision
- Review and Publish

Preparation : The first step is preparation when a technical writer creates a plan . First of all ,ask the following questions:

- . Who am i writing for ? What is the skill level , the average age of the audience?
- . How many documents do i need to write?
- . What's the deadline?

The questions about your target audience in the most important because you write

documentation for people . In order to learn more about them , you can gather a focus group , but first of all , prepare a list of questions about their age ,education,occupation and what not(if necessary),this information will help you later . Or you can ask people with whom you're working,maybe ,they have already know their target audience.

Research: The research stage is about gathering information about a product.so, here what you should do: interview people who are also working on this project ,reading ,reading information about the product that you're going to document.

Organization: Now its time to analyze the information that you're gathered divide

it into sections that will describe the key points of product . Information organization is essential ,it will help you create a structure of your future documentation .but remember that its not a straightjacket,it can be change and rewritten moreover , your documentation can differ from its first draft but its ok. A traditional structure is a narrative structure that includes intro ,body conclusion. However , a process-based structure is more common in technical documentation such as procedures and user guides . In order not to reorganize your documentation many times work with your subject matter experts to understand what structure they expect to get a clear explanation about the product and whether it correlates with the company goals

First Draft and Revision: After the organization step, you're ready for a first draft. The first draft will be a base for your future documentation, create it as its comfortable for you ,for example you may use long description ,not formatted lists and so on, but then you should revise the written content wisely follow all the technical writing rules like placing important information first, using the clear sentence structure,active voice and so on.

Review and publish: The last step is reviewing and publishing your content. You can use these proofreading tips for technical writers to polish your documentation ,use free grammar checkers or and ask your friend or colleague to read

and follow some steps of your documentation. After that you're ready to send your document to reviewers . When its ok publish your documentation. But its not like publish and forget about that . You need to examine analytic constantly to improve your content . There are different metrics that you can use to see whather everything is going according to your plan.

Conclusion: This is the usual technical writing process of course, it can differ from company to company according to their needs and goals .

Q2) In research the question leads to a problem that needs to be solved by the

researches . Clearly explain the parameters within which your proposal must stay.

Ans) components of a Research

Report: The six component of a research report are as follows: An abstract ,introduction,methodology ,results,discussion,and references.

The Abstract: The abstract is an overview of the 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. In many cases you can determine what is what is interesting about a study by analyzing the abstract.

Introduction: The introduction provides the key questions 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. For example, are there any important issues or questions still open?

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 the

research and second, it provides the detail by which another researcher may replicate and validate the findings. Typically the information in the methodology section is arranged in chronological order with the most important information at the top of each section. Ideally the description of the methodology doesn't force you to refer to other documents ; however if the author is relying on existing methods, they will be referenced.

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

Discussion: The discussion section is where the results of the study are interpreted and evaluated against the existing body or 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 .

References: 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.

Q3) Assume that your manager wants to create a Web page/ Facebook page/

YouTube channel. Investigate the situation, and write a report explaining the feasibility of creating and maintain a Web page/Facebook page/ YouTube channel.

Ans) Introduction; (facebook):

American company offering online social networking services. Facebook was founded in 2004 by Mark Zuckerberg, Eduardo Severin, Dustin Moskovitz, and Chris Hughes , all of whom were students at Harvard university. Facebook became the largest social network in the world , with more than one billion users as of 2012, and about half that number were using facebook every day . The company,s headquarters are in Menlo park, california. Access to facebook is free of charge , and the company earns most of its money from

advertisements on the web site. New users can create profiles, upload photos, join a preexisting group, and start new groups. The site has many components, including a timeline, a space on each user's profile page where users can post their content and friends can post messages, status which enables users to alert friends to their current location or situation and news feed which inform users of changes to their friends' profiles and status, users can chat with each other and send each other private messages. Users can signal their approval of content on Facebook with the like button, a feature that also appears on many other web sites.

Required information: The other required information such as an email

address and password ,gives you a way to log into your account . In exchange for providing facebook with this minimum amount of information. The website allows you to use its network to connect with schoolmates, famlily and friends.

Q4) The report is generally written for the purpose of solving a problem . There are many different types of reports . Define different types of reports and explain the particular requirements for the formal report.

Ans) **Formal or Informal**

Reports: Formal reports are carefully structured ;they stress objectivity and organization , contain much detail , and are

written in a style that tends to eliminate such elements as personal pronouns . Informal reports are usually short message with natural , casual, use of language. The internal memorandum can genrally be describe as an informal report.

Short or Long Reports: This is an confusing classification. A one page memorandum is obviously short, and a twenty page report is clearly long. But where is the dividing line? Bear in mind that as a report becomes longer (or what you determine as long) , it takes on more characteristics of formal reports.

Informational or Analytical

Reports: Informational reports (annual reports, monthly financial reports, and

reports on personnel absenteeism) carry objective information from one area of an organization to another . Analytical reports (scientific research, feasibility reports, and real-estate appraisals) present attempts to solve problems .

Proposal Report: The proposal is a variation of problem solving reports . A proposal is a document prepared to describe how one organization can meet the needs of another. Most governmental agencies advertise their needs by issuing “requests for proposal” or RFPs. The RFP specifies a need and potential supplies prepare proposal reports telling how they can meet that need.

Vertical or Lateral Reports: This classification refers to the direction a report travels . Reports that move upward or downward in the hierarchy are referred to as vertical reports; such reports contribute to management control. Lateral reports , on the other hand, assist in coordination in the organization . A report traveling between units of the same organization level (production and finance departments) is lateral.

Internal or External Reports: Internal reports travel within the organization. External reports, such as annual reports of companies , are prepared for distribution outside that organization.

Periodic Reports: Periodic reports are issued on regularly schedule dates. They are generally upward direction and serve management control. Preprinted forms and computer generated data contribute to uniformity of periodic reports.

Q5) It is considered illegal to reproduce someone else expression of ideas or information whithout permission . Define the term which used for this literary crime and explain how to protect any “Fact” that have been considered the intellectual property of the author.

Ans) **Introduction:** plagiarism is defined as the unauthorized use or close imitation of the languages and thoughts of

another author and the representation of them as one's own original work . In the academic world plagiarism is a very serious offense that can result in punishments such as a suspension or expulsion. Plagiarism can vary in its extent based on the amount of plagiarism . Minimal amount of plagiarism is very common in the educational sector where person do plagiarism by substituting the synonyms and editing the original text . Sometime complete plagiarism is seen where one presents it as ones own work . Apart from plagiarism , falsification and fabrication of data also constitute serious offense. Falsification and fabrication call into question the integrity of data and data record. Practice of omitting or altering

research materials, equipment , data or processes in such a way that the results of the research are no longer accurately reflected in the research result is called falsification whereas the practice of inventing data or results and recording them in the research record is called fabrication. Both of these affect the credential of the research. Double publication is a practice which involves repeat publication or attempts at publication, of text figures, or data in any form of publicly available media without citation in the later manuscript . All these things including plagiarism , falsification and fabrication , double publications are serious transgression of academic ethics.

plagiarism: Plagiarism is the representation of another authors language, thoughts, ideas, or expressions as one's own original work. Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions such as penalties , suspensions, expulsion from school or work, substantial fines and even incarceration. Recently cases of “extreme plagiarism” have been identified in academia. The modern concepts of plagiarism as immoral and originality as an ideal emerged in Europe in the 18th century,

Plagiarism is not in itself a crime ,but like counterfeiting fraud can be punished in a court for prejudices caused by copyright infringement violation of moral rights , or

torts . In academic and industry , it is a serious ethical offense. Plagiarism and copyright infringement , which is defined by copyright law and may be adjudicated by courts. Plagiarism might not be the same in all countries. Some countries ,such as india and poland, consider plagiarism to be a crime, and there have been cases of people being imprisoned for plagiarizing. In other instances plagiarism might be the complete opposite of “academic dishonesty” , in fact some countries find the act of plagiarizing a professional’s work flattering .
