

Department of Electrical Engineering

Final Term Assignment

Date: 29/06/2020

Course Details

Course Title: Technical Report Writing
Instructor: Miss Rizwana Iqbal

Module: 4
Total Marks: 50

Student Details

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Note: **Plagiarized work is not acceptable.**

Q1	Technical writers use design processes to creatively solve complex problems; 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?	Marks 10
		CLO 1
Q2	In research the question leads to a problem that needs to be solved by the researcher. Clearly explain the parameters within which your proposal must stay.	Marks 10
		CLO 2
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.	Marks 10
		CLO 2
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.	Marks 10
		CLO 2
Q5	It is considered illegal to reproduce someone else's expression of ideas or information without permission. Define the term which is used for this literary crime and explain how to protect any "Fact" that have been considered the intellectual property of the author.	Marks 10
		CLO 2

Q1 Technical writers use design processes to creatively solve complex problems; 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?

Marks
10
CLO 1

Basic steps first which Technical Writers Use. Looking for

(i) Audience:-

- Who will be using it and what is their:
- Background
 - Language
 - Education
 - Familiarity with the subject matter

(ii)

Purpose:-

What type of document will this be ?

1. Procedure
2. Standard
3. Policy
4. Technical Paper.

(iii)

Layout:-

- Is there a good use of white space.?
- Does the design assist with usability & readability ?
- Do the warnings, cautions and notes stand out for users ?

Content :-

Is the content of the document;

- Relevant with no redundancies or contradiction
- Easy to Understand.
- Consistent in how it is written
- free of Spelling & grammar errors.

Structure :-

- Is the document easy to navigate?
- Does the content flow in a logical way?

Summarized :-

From the above Discussion we conclude that for knowing Technical writing style we have to look at that how it is written the author has to look at audience level of education, language, and for what purpose this document use. Looking at writing layout such as giving a precautions, warnings, topics. Looking for content spelling grammatical errors, Easily Understand. And the structure of Technical Writing that the content flow in a logical way.

Parameter's for Research Proposal:

- i) The title:- Naming Research Title is an important part for research proposal. It should tell us in 25 to 30 word what you intend to research and how you intend to do it.
- ii) The abstract:- Your entire research proposal may be anywhere b/w 5000 to 25000 words in length so it is important to give summary of entire document. It is often useful to write the abstract in last.
- iii) Aims & objectives:- In this section you should expand on the little of your research project to articulate in full details the aims & objectives of research. You should be able to provide a detailed description of the research question.
- iv) Back ground:- In this section you will need to demonstrate & understand of the existing literature and research studies within the area of your proposed research topic.

v) Methodology: - The methodology generally refers to the theory to be used to justify the use of a particular research method that you are choosing to use.

vi) Schedule & Timeline: - You need to be able to demonstrate that your research is possible within a given timeframe. You may be able to define your own time frame.

vii) Ethical Approval: - Some institutions require that any research involving interaction with human participants get approval from ethical advisory committees or boards.

viii) Resources: - This section demonstrates to the reader that you are both suitable & capable of carrying out the proposed research. You will need to discuss what resources you have at your disposal that make it possible for you to carry research.

ix) Budget: - Not all research proposals require a budget (such as thesis proposals). However if you intend to apply for funding for research it is important that you are able to show how much money you require.

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.

Q3:- The feasibility for Creating & Maintaining

Website :- First you will think about the technical steps for website.

- What is your website about?
- What is the purpose?
- Who is your audience?
- How will your website help
- What unique need does your website fill.
- What action do you want visitor to take.

For example :- If you are developing a Youtube channel for educational purpose

First specify a name or title to your Youtube channel like for electronics learning, Mechanical Project, and many more.

After this look at the purpose of your channel that for what reason you made this channel

Specify your Purpose in description of channel and other..

Knowing your audience needs by publishing your youtube channel you will see that what is the major needs of our audience Teach them at easily understandable language

Giving a well structure to Youtube channel to make interest in viewers and teach them with Picture, Diagrams, to be understood easily.

For maintenance of Youtube channel:-

- (i) Create a Quality Reliable content:-
- (1) People will only watch your complete video if it keeps their attention, or if they are getting something from it
- (ii) Work on getting subscribers:- The first milestone is reaching one to five thousand subscribers and it depends on content provided.

3) Follow trends:- Your content can seem out of date quickly if you are not staying up to date with what people want.

4) Stay in your lane:- It can be tempting to grab an opportunity to produce quick content for a little money. The more you stray, the less trustworthy you will appear to viewers.

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.	Marks 10 CLO 2
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Q4:-

Types of Reports:-

Proposals:-

A Proposal is a description of the work you will complete on a project. The details included in a Proposal depend on the project's scope and who will read the document. Typically, an organization advertises a need for proposals and consults engineers to meet the need.

Progress Reports:-

Progress report is exactly what it sounds like - a document that explains in detail how you've gone towards the completion of a project. It outlines the activities you've carried out, the tasks you've completed, and the milestones you've reached.

Study Tour Report:-

Study Tour is to aid student to acquire basic knowledge of functioning of the industry. It provides first hand knowledge about the organizational structures and modes of operation in different industries.

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Completion Report:-

It is formal document of closing a project. You must prepare the project completion report even if your supporting agency does not put the obligation on you.

Investigation report:-

An investigation report is a document that details the finding of an investigation as soon as formal complaints is filed or an incident occurs.

Evaluation Report:-

An evaluation report is a paper that examines whether a product or service, or process is working, according to set of standards. It concludes an intro.

Formal Report:- A formal report is an official report that contain detail information, research, and data necessary to make business decision

Requirement for Formal Report:-

Front Matter:-

- Cover (Page no, includes title, group members)
- Title Page (report title, submitted to)
- Table of content (outline, page #)
- Informative Abstract / Executive Summary
- Project summary
- list of illustration
- list of symbol.

Body :-

Introduction (establishes context, background)
Materials and Method (discuss the material and methods using during)
Result and discussion (explain result, offers appropriate visual to help communicate)

End of Matter:-

Glossary

Appendix

Style :-

Clear & concise
Specific details and description
Effective writing communication.

Q5

It is considered illegal to reproduce someone else's expression of ideas or information without permission. Define the term which is used for this literary crime and explain how to protect any "Fact" that have been considered the intellectual property of the author.

Marks
10
CLO 2

Q5:-

To produce someone else's expression of ideas or information known as Plagiarism

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

Protecting work from being plagiarized:-

However protecting your work from plagiarism is a major challenge. Computers & internet were basically made for copying and that means anyone and that means anyone who has access to your work can copy it.

Dont post work online unless you have a reason to do so and dont share your work outside of those you trust

it is also wise to include a
proper copyright notice with the work.
Though such a notice ~~with the work~~
is not legally required, it prevents any
confusion about who owns the work.

It is very possible to protect your
work and both minimize and respond to
any plagiarism that you find. The key
is to think about the issues before
publishing your work.