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**COURSE NAME: ENGLISH (TECHNICAL REPORT
WRITING)**

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Q.1:- What is an abstract, explain in detail?

Ans:- **ABSTRACT:-** The word abstract comes from the Latin abstractum, which means a condensed form of a longer piece of writing. OR relating to or denoting art that does not attempt to represent external reality, but rather seeks to achieve its effect using shapes, colours, and textures.

Abstracts are very useful ways of storing research and scholarly information in a concise form. They are used by online databases and libraries as a way to help retrieve information on a particular topic. The use of abstracts saves time and space. Abstracts often come with links to the full article

How To Write an Abstract:- To write an abstract, start with a short paragraph that explains the purpose of your paper and what it's about. Then, write a paragraph explaining any arguments or claims you make in your paper. Follow that with a third paragraph that details the research methods you used and any evidence you found for your claims.

TYPES OF ABSTRACT

There are two main types of abstract:

(1) Descriptive abstract.

(2) Informative 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 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

Q.2:- Explain the process of technical report writing?

Ans:- Step 1: Prewriting:-

Writing should start with thinking about the topic and purpose of your writing. Once that is established, brainstorm by informally jotting down ideas that pop into your head. This helps with deciding what you choose to write about.

Brainstorm after you have read over the project's guidelines several times to fully understand the assignment.

Identify your thesis (main idea) and make sure all of your content relates to and/ or supports your thesis so you stay focused and on topic. Whether you choose to prewrite by making a list, developing an outline, filling in boxes, creating a web, or coming up with your own prewriting strategy is up to you. Identify the parts of your piece (paragraphs and/ or sections) and what your goal is in each. This will focus and arrange your writing, breaking the task down into smaller, more manageable chunks.

Step 2: Writing:-

Here is where you are ready to actually write your piece using formal sentences and paragraphs. Follow your prewriting and make sure you accomplish the goal of each section or paragraph. Use your prewriting as a checklist, and further develop your ideas and content as you write. Be sure to write using proper sentence and paragraph structures and use transitions for flow. Think about what you are writing and if it

makes sense. Expand upon and explain your thoughts clearly and thoroughly so the reader knows exactly what you mean; never assume the reader knows what you are presenting. Insert your research, support, facts, and details (with citations, if necessary) to accomplish your goal. Get it all down on paper, from introduction to conclusion. At this point, just get the content down, as when you get to the rewriting part of the process, you can perfect how it reads.

Step 3: Rewriting:-

If possible, take a break before completing this final step of the writing process so you can approach it with fresh eyes and a clear mind. First, read through with a focus on your content. Does it achieve your goal and maintain a focus? Have you properly executed the MLA style or another style required for research citations and format? Purdue Online Writing Lab is an excellent online resource for writing strategies, as well as properly formatting, citing research, and proofreading.

Rewrite, edit, and delete content as necessary, then read through it again to check your organization, transitions, word choice, and sentence and paragraph structure. Make sure it flows and is easy to read. Finally, proofread for punctuation, spelling, grammar, and usage errors. If you can, have another person proofread it a final time.

Q.3:- What is library, also explain the rule of library?

Ans:- The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials are stored.

A building or room containing collections of books, periodicals, and sometimes films and recorded music for use or borrowing by the public or the members of an institution is called library.

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[^]. 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 LIBRARY

- 1) Public Libraries,
- 2) Academic Libraries
- 3) Special Libraries
- 4) National Libraries
- 5) Contact Libraries

RULES OF LIBRARY

- 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. Smoking, eating etc is not allowed in the library.
- 13) Smoking, eating etc is not allowed in the library
- 14) Pets must not be brought into the library .
- 15) Silence must be maintained in and around the library.
- 16) Only registered users are allowed to use the library resources.

- 17) Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
- 18) The use of cell phone is prohibited in the library.
- 19) Reservation of seat in the library is prohibited.
- 20) Book mutilation, pilfering, theft are all prohibited.