



# Fall 2020 Mid-Term Assignment

Technical Report Writing (English-III)

**Submitted By:** Mudassir Ahmad Khan  
ID# 14086  
BSSE (6th Semester)

**Submitted To:** Mr. Naeem Ullah Kaka Khel  
(Lecturer)

## Question No: 01

### What is an abstract, explain in detail?

Ans:

#### **ABSTRACT:**

Often when asked to write a report or article, you will be required to include an abstract. This is usually a very concise summary of what the report or article is about and is usually placed before the body of your writing. The abstract can be read to get a quick overview. It tells the reader what to expect in your work and it should be based on all you have written.

#### **DEFINITION:**

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:**

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 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)
- conclusion

The type of abstract you write depends on your discipline area.

## Question No: 02

### 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.

## Question No: 03

### **What is Library, also explain the rules 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. 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”.

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.

#### **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
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

Thank You!