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Q) WHAT IS ABSTRACT?

A) 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.

2.informative abstract.

DESCRIPTIVE ABSTRACT

Descriptive abstract are generally used for humanities and social science papers or psychology essays . This type of abstract is usually very short . most descriptive abstract have certain key parts in common . They are

 *background*

 *purpose*

 *Particular interest/ focus of paper*

 *over view of contents [not always included]*

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 is about 200 words . most informative abstracts also have key part in common . Each of these parts might consist of 1-2 sentence . The parts include :

A. Background

B. Aim or purpose of research

C. Method used

D. Findings / results

E. Conclusion

Q(2) Explain the process of technical report writing?

A) TECHNICAL REPORT WRITING :-

Technical writing refers to any writing that deals with a specialized area usually in science or industry

. Because technical writing usually deals with an object, or a process in abstract idea the language is stressing accuracy rather than style .

GOOD TECHNICAL WRITING IS :-

1) LOGICAL :-

Papers usually have an introduction, a data section, an analysis section, a result section and a conclusion, organization is important for clarity .

2) ACCURATE :-

Since the goal is to transmit technical information the facts, theories and observations should be correct .
base your conclusion only on facts not assumptions .
Readers make scientific decisions based on data presented .

3) CONSISTENT :-

Capitalization, units of measure, uses of observation, punctuation and rules of grammar should

be correct and consistent . the goal is to produce a document that written by educated , illiterate person .

4) CLEAR:-

Keep the writing short and simple , use small words not big ones . keep sentences paragraph or section to one central idea B .

Active voice is preferable to passive voice and uses fewer words .

5) GRAMMATICALLY CORRECT :-

Misspelled word and sloppy grammar point to authors who are lazy and uncaring about their work.

6) CONCISE:-

People are extremely busy . concise written is easier and less time consuming to read . your word should be precious and well organized . get to the point quickly and stick to it .

7) PERSUASIVE:-

The document should be cleared, objective presentation of the affects that supports your ideas opinion and recommendation .

8) INTERESTING:-

If a document is going to be read , it has to keep the reader interest .

Q3) WHAT IS LIBRARY , ALSO EXPLAIN THE RULE OF LIBRARY ?

A) LIBRARY :-

The word library has been taken from a latin word “libraria” which means a place where books and other reading material are stored . according to the english oxford dictionary “ library is the building, room or set of room , containing a collection of books for the views of public over of some particular portion .

RULES OF LIBRARY:-

- 1) Any material is leaving the library must be properly borrowed .
- 2) Penalty will be charged for over due books.
- 3) Return books must be delivered at the loan desk .
- 4) ALL consulted book must be left on the reading table .
- 5) indecent dressing will not be allowed and too library.
- 6) The use of naked lite is not allowed and library .
- 7) Marking over underlining of library books is not allowed .
- 8) Smoking , eating is not allowed in library.
- 9) Pets are also not allowed in library .
- 10) Reservation of a seat is prohibited .