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### Q1) WHAT IS AN ABSTRACT, EXPLAIN AND DETAIL?

**Ans:-** *An abstract is a concise summary of a research paper or entire thesis.*

It is an original work, not an excerpted passage. An abstract *must be fully self-contained and make sense by itself*, without further reference to outside sources or to the actual paper. It highlights key content areas, your research purpose, the relevance or importance of your work, and the main outcomes.

It is a well-developed single paragraph of approximately

250 words in length, which is indented and single spaced. The function of the abstract is to outline briefly *all* parts of the paper.

Although it is placed at the beginning of your paper, immediately following the title page, the abstract should be the last thing that you write, once you are sure of the conclusions you will reach.

#### **Why write an abstract?**

Abstracts are important for both **selection** and **indexing** purposes.

**Selection:** Abstracts allow readers who may be interested in the paper to quickly decide whether it is relevant to their purposes and whether they need to read the whole paper.

**Indexing:** Most academic journal databases accessed through the library enable you to search abstracts. This allows for quick retrieval by users. Abstracts must incorporate the key terms that a potential researcher would use to search.

**When is it necessary to write abstracts?**

- Abstracts are usually required for: submission of articles to journals
- application for research grants
- completion and submission of theses
- submission of proposals for conference papers

**What to include in an abstract**

The format of your abstract will depend on the discipline in which you are working. However, all abstracts generally cover the following five sections:

**1. Reason for writing:**

What is the importance of the research? Why would a reader be interested in the large work

**2. Problem:**

What problem does this work attempt to solve? What is the scope of the project? What is the main argument, thesis or claim?

**3. Methodology:**

An abstract of a scientific work may include specific models or approaches used in the larger study. Other abstracts may describe the types of evidence used in the research.

**4. Results:**

An abstract of a scientific work may include specific data that indicates the results of the project. Other abstracts may discuss the findings in a more general way.

**5. Implications:**

How does this work add to the body of knowledge on the topic? Are there any practical or theoretical applications from your findings or implications for future research?

## **Edit carefully**

As your abstract is an important way to promote your work it is worth taking time to write it well. You will likely have to revise several drafts to produce a precise, concise outline of your paper which is clear, complete, includes key search terms and fits within the word limit.

## **Types of abstracts**

Abstracts can be informative and descriptive.

Descriptive abstracts describe the work being abstracted. They are more like an outline of the work and are usually very short - 100 words or less.

The majority of abstracts written at the University of Melbourne are informative. Informative abstracts act as substitutes for the actual papers as all the key arguments and conclusions are presented; specifically, the context and importance of the research, reasons for methods, principal results and conclusions.

## **Examples of abstracts**

### **Example abstract 1: History/ Social Science**

Julie Pham (2001) *"Their War: The Perspective of the South Vietnamese Military in Their Own Words"*

*Despite the vast research by Americans on the Vietnam War, little is known about the perspective of South Vietnamese military, officially called the Republic of Vietnam Armed Forces (RVNAF). The overall image that emerges from the literature is negative: lazy, corrupt, unpatriotic, apathetic soldiers with poor fighting spirits. This study recovers some of the South Vietnamese military perspective for an American audience through qualitative interviews with 40 RVNAF veterans now living in San José, Sacramento, and Seattle, home to three of the top five largest Vietnamese American communities in the nation. An analysis of these interviews yields the veterans' own explanations that complicate and sometimes even challenge three widely held assumptions about the South Vietnamese military:*

*1) the RVNAF was rife with corruption at the top ranks, hurting the morale of the lower ranks; 2) racial relations*

*between the South Vietnamese military and the Americans were tense and hostile; and 3) the RVNAF was apathetic in defending South Vietnam from*

*communism. The stories add nuance to our understanding of who the South Vietnamese were in the Vietnam War. This study is part of a growing body of research on non-American perspectives of the war. In using a largely untapped source of Vietnamese history; oral histories with Vietnamese immigrants; this project will contribute to future research on similar topics.*

## Q2) EXPLAIN THE PROCESS OF TECHNICAL REPORT WRITING?

**Ans:-** A technical report (scientific Report) is a document that describes the process, progress of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research.,

## RULES OF WRITING REPORT

- The reader is the most important person.
- Keep the report as short as possible.
- All references should be correct in all details.
- The writing should be correct.
- The right diagram with the right labels should be in the right place for the reader.
- Reports should be checked for technical errors, typing errors.
- The reports should look as good as it is.

## INTRODUCTION

Technical reports are often prepared for sponsors of research project.

Technical reports are today a major source of scientific and technical information. They are prepared for internal or wider distribution by many organizations.

There are no absolute rules about the details of report production, because every report must be totally adapted to the needs of its reader.

Flexibility and adaptation may be useful, but only to make the report more accessible to the reader.

## OBJECTIVES:

The objectives of a report identify exactly what information it covers, for whom it is written and why it should be produced; these objectives should be clear to the writer long before the process of writing starts.

It is helpful to put down in note form the precise details of the objectives and to check these details regularly until the last stage of production.

## CATEGORIZATION OF MATERIAL AVAILABLE

As material arrives, it should be put into one of three categories:

- Obviously important information which must go into the report because it is completely relevant to the objectives.
- Borderline information which might be useful to some readers, or which might amplify or substantiate other more important material.
- Information which is interesting (or not) to the writer, but which is not relevant to the objectives of the report.

## FORMAT

The full format of a report can be as follows:

- Title page.
- Summary.
- Table of contents.

Introduction/scope.

- Procedure / body text.
- Conclusions.
- Recommendations.
- References .
- Appendices .

## TITLE PAGE

THE title page is the first page of the report proper which the reader will see. It should contain:

- The title and author's name.
- The report reference number and date, if available.
- The company's name and logo if desired.
- A statement of copyright if needed, and no more.

## SUMMARY

The summary ( sometimes referred to as the executive summary) provides a brief overview of the substance of the report; usually no more than half a page. It is not an introduction to the topic. The summary should outline all the key features of your report, including the topic. What you did and how you did it. The summary gives the most important findings of your research or investigation.

### Q3) WHAT IS LIBRARY, ALSO EXPLAIN THE RULES OF LIBRARY?

A place in which literary and artistic materials, such as books, Periodicals, Newspaper, pamphlets, prints, records, And Tapes, are kept for reading reference, or lending.

#### LIBRARY RULES AND REGULATIONS

##### 1. Student ID

- Student ID cards are compulsory for admission into the library and must be promptly displayed upon

request by library staff.

- Student ID cards are not transferable.
- Lost students ID cards must be reported to the Student Central immediately. A replacement fee will be charged and a temporary card will be issued until the replacement card is ready

## 1. Loans/Returns

- No book or library material may be brought out of the library until the loan has been recorded. Unauthorized removal of the library materials is regarded as a very serious offence.
- Library users are responsible for the safekeeping and return of library materials issued in their name
- Library materials shall be returned on or before the due date or earlier if the member is notified that an item is required by another reader
- Library books must be returned via electronic/manual bookdrop located at the respective libraries
- A fine is charged on loans kept beyond the due date and is payable upon return of the item
- Official time for determining fines on overdue books and for other purposes will be read according to the time determined in the computer system at the library. Should the system be down, the correct time will be determined by the library staff at the Service Desk.
- Regular courtesy notices and overdue notices are sent as a reminder only and library will not be responsible for non - delivery under whatever circumstances
- Any overdue item not returned after the final reminder letter has been sent shall be considered as lost. The cost of replacing the item will be notified to the student
- Failure to receive any notice sent does not relieve a borrower from their responsibility to return library materials by the date due
- Users are allowed to borrow library materials 15 minutes before library closure.

## 2. Losses/Damages

- It is a serious offence to mutilate damage, misplace or refuse to return library material. Underlining, marking, folding of pages in the book etc. are strictly prohibited Losses or damages must be reported promptly to the Library staff on duty.
- The user will make good a loss or damage with a replacement copy (being the latest edition at the time of loss) at his/her own expense, or undertake to pay the current market price of the latest edition of the lost item; in addition to RM20.00 processing fee and fines due till the day that the loss is reported.
- Any attempt to steal library properties is a serious offence and will result in disciplinary procedures and other appropriate actions.

## 3. Discussion Rooms

- Patrons are required to use the Discussion Rooms for group study and discussions.
- Discussion Rooms may be used throughout the day for 2 hours by groups of 5 and above. Please refrain from loud or disruptive behavior when using these rooms.
- Advanced reservations are not allowed. Patrons must immediately use the discussion rooms after registering at the Enquiry Desk

## 1. Theaterette

- Advanced booking is necessary to use the Theaterette. Please make reservation at Enquiry Desk at

## Level 2

- Students may use Theaterette only with recommendation from, or accompanied by lecturer.
- Theaterette equipments should be well taken care of. Any attempt to mutilate, damage or steal will result in disciplinary action.

## 1. Clearance Procedure

- Students must settle any outstanding fines and payments at the end of each semester. Failure to comply with the procedure will result in the borrowing privileges being suspended in the following semester.

## 2. Safety & Security

- The library is under camera surveillance.
- Patron who activates the Library alarm is liable to be questioned and checked. Please follow the instructions of the staff and produce your student card in such an instant
- Do not leave your possessions unattended at any time.
- Members should remove all their belongings from the tables when they leave the Library. Books and other articles left for more than 30 minutes unattended on chairs and tables may be removed by the library staff.
- The Library shall not be responsible for the safety of any personal property left within the Library. Unclaimed and lost property found are to be handed over to the Student Services.
- Library users should leave the library at the second announcement before the closure of the library
- On leaving the library, users may be asked to produce for inspection all books and items taken out of the library
- Behaviour or actions which interfere with the use of the Library by other patrons are forbidden and will be reported to the Security and disciplinary action may be taken

## 3. Behaviour and conduct

- Silence must be maintained in areas designated as "Quiet" and "Silence" and in any event noise should be kept to reasonable levels and as appropriate to the designated area.



- Food and drink, with the exception of bottled water and drinks, may not be consumed in the Library.
  - Alcoholic drinks are strictly prohibited in the library
  - Library users are not permitted to make or take telephone calls within the library. Mobile phones shall be switched to silent mode at all times.
  - Moving library furniture from its designated place is strictly prohibited
  - Indecent behavior and sleeping in the Library are strictly prohibited.
4. Computers and Multi media equipment
- Library users are required to use the login & password provided.
  - Users are not permitted to use the computers and multi media equipment for unauthorized purposes or non academic related activities
  - Do not install or uninstall any programs in the computer
5. Emergency Situations
- In the event of an emergency requiring closure of the Library, members must leave immediately upon being asked to do so by the librarian in charge. While it is recommended that personal belongings are taken, this must not delay the evacuation of the Library premises. Re-admittance to the premises shall not be permitted until it has been confirmed that the emergency is over
  - There are designated emergency exit which patrons can use to exit the Library. Patrons should familiarise themselves with the emergency escape routes.
6. Copyright
- Copyright protection in Malaysia is governed by the Copyright Act 1987. Library users must comply with Copyright laws and licensing agreements when using audiovisual equipment, computers, online services and photocopying facilities.
7. Compliance with data protection
- The library collects the following information
    - Biographical information, including name, address, staff or student identification number, program or department affiliation, contact information and barcode number for all current students and staff
    - Titles which patrons request
    - Items currently loaned out
    - History of fines, fees, book replacement and processing charges
  - Access to patron information is limited to officers of Taylor's University or its affiliated companies who require the information in order to perform the duties of their position. Disclosure to third parties will

only occur with the written consent of the patron or as required by the law. All records whether in electronic or hard copy are maintained in a secure environment

Notes

- Those who do not comply by the rules may be asked to leave the library by a member of the library staff and their names forwarded to the School Disciplinary Board for further action.
- The Chief Librarian may amend the Rules and Regulations as and when necessary
- The main purpose of these rules is to safeguard the common interest of all users and to enable the library to carry out its functions as efficiently as possible. Failure to observe the rules can lead to disqualification
- Not with standing anything contained in these rules, the decision of the authorities of the University shall be final and binding on all members

THE END