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

Ans: An Abstract is a summary of the whole technical report. It's sometimes called the 'summary ' or the 'Executive summary '. It comes right at the beginning of a report, on its own page, and usually after the Title page. Because the Abstract is a summary of the whole report, it's also the last thing you will write.

Explain: An abstract is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. When used, an abstract always appears at the beginning of a manuscript or typescript, acting as the point-of-entry for any given academic paper or patent application. Abstracting and indexing services for various academic disciplines are aimed at compiling a body of literature for that particular subject.

The terms précis or synopsis are used in some publications to refer to same thing that other publications might call an "abstract". In management reports, an executive summary usually contains more information (than the abstract does.

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

Ans: The Writing process

1) Pre Writing

2) Writing

3) Re Writing

1)Pre Writing: (Planning, Prepare to write)

In the pre writing stage, in addition to planning about the topic, you must develop your group into a unit with a leader and a plan.

➢ Examine your purpose:

Why are you communicating?

1) External Motivation:
   If someone asks you to write
2) Internal Motivation:
   If you write on your own

➢ Determine your goals:
What is your reason for communicating?
1) Persuade an audience
2) Instruct an audience
3) Built trust managing work relationships

➢ Consider your audience:
What type of audience are you addressing in your communication?
1) Management
2) Sub ordinates
3) Customer

➢ Gather your data:
Decide what you have to say
1) Brainstorming
2) Mind mapping
3) Reseaching
4) Outlining

➢ Determine how the content will be provided:

2)Writing:
Before actual drafting starts, the group should have a prewriting meeting. At this meeting the group has two key tasks: to clarity assignments and deadlines and to select a method of drafting.

1) Organization: organize the draft according to some logical sequence that your readers can follow easily.

2) Formatting: format the content to allow ease of access.

3) Re Writing: Improve Your Writing

1) Revising: Review higher-order concerns:

- Clear communication of ideas
- Organization of paper
- Paragraph structure
- Strong introduction and conclusion

2) Editing

3) Proof reading

Q.3 What is Library, also explain the rules of library?

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

The word" Library" seems to be used in so many different aspects now, from the brick-and-mortar public library to the digital library. Public libraries –and indeed, all libraries –are change and dynamic places where libraries help people find the best source of information whether it's a book, a web site, or database entry.

Definition: " A library is a collection of resources in a variety of formats that is organized by information professionals or other experts who provide convenient physical, digital and offer targeted services and programs with the mission of educating, information and the goals of stimulating individual leaning and advancing society as a whole".

Rules of library:

1) Any materials leaving the library must be properly borrowed.
2) Books in the Reference Section, serials units may not be removed from the library.
3) Penalties (fine) will be charged for over-due books.
4) Returned books must be delivered at the Loans' Desk.
5) All consulted books be left on the Reading Tables.
6) Indecent dressing will not be allowed into the library.
7) The use of naked light is not allowed in the library
8) Marking of library books is not allowed.

9) Smoking, eating etc is not allowed in the library.

10) Pets must not be brought into the library.

11) Silence must be maintained in and around the library.

12) The use of cell phone is prohibited in the library

13) Reservation of seat in the library is prohibited.

14) Book mutilation, pilfering, theft are all prohibited.

15) Briefcases, luggage, umbrella, camera etc are not allowed into the library.