



ENGLISH III

Final Assignment
Sir. NaeemUllah Kaka Khail



HASSAN MEHDI

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WHAT ARE THE OBJECTIVES FOR REPORT WRITING, EXPLAIN IN DETAIL?

AIM AND OBJECTIVES OF REPORT WRITING:

The objectives are the specific steps you will take to achieve your aim. These are usually formatted as a numbered list to make it easy to see the main steps of the project.

Objectives for the above aim might be:

- Differentiate between a report and an essay as two distinct forms of written communication.
- Know the forms and methods of investigation (Research).
- Know the various types of reports and their essential elements.
- Learn how to write both long and short formal reports in a clear objective style and appropriate layout.
- Write abstracts and summaries, introductions, conclusions and recommendations.
- Develop skills in organizing and outlining.
- Understand the role and use of graphics in reports.

The objectives should be specific and measurable. Each objective should build on the previous one and as such guide the reader through the structure of the report. This way the reader will have a clear idea about how the rest of the report fits together.

Be aware that the objectives are not all the steps of the project.

For most projects, you should intend to have a single aim that covers the overall conclusion you wish to make from the work. For the objectives, it might be worth breaking the project down into stages and to write an objective to describe each stage. For example, in a data driven project, there might be collection, processing and analysis phase.

The aim and objective should be put near the start of the report, within the introduction, as it will give clear direction to the reader and allow them to understand the context and theory presented given the overall aim. This is especially relevant to the objectives, in that the theory will be set out using those objectives.

WRITE DOWN THE FORMAT FOR RESEARCH PROPOSAL?

GENERAL CONSIDERATIONS:

- Avoid the use of first-person pronouns.
- Refer to yourself or the research team in third person. Instead of saying "I will ..." or "We will ...", say something like "The researcher will ..." or "The research team will ...".
- Never present a draft (rough) copy of your proposal, thesis, dissertation, or research paper...even if asked.
- A paper that looks like a draft, will interpreted as such, and you can expect extensive and liberal modifications.
- Take the time to put your paper in perfect APA format before showing it to anyone else.
- The payoff will be great since it will then be perceived

STYLE, LAYOUT, AND PAGE FORMATTING:

Title page:

- All text on the title page is centered vertically and horizontally.
- The title page has no page number and it is not counted in any page numbering.

Page layout:

- Left margin: 1½"
- Right margin: 1"
- Top margin: 1"
- Bottom margin: 1"

Page numbering:

- Pages are numbered at the top right.
- There should be 1" of white space from the top of the page number to the top of the paper.
- Numeric page numbering begins with the first page of Chapter

Spacing and justification:

- All pages are single sided.
- Text is double-spaced, except for long quotations and the bibliography (which are single-spaced).
- There is one blank line between a section heading and the text that follows it.
- Do not right-justify text. Use ragged-right.

Font face and size:

- Any easily readable font is acceptable.
- The font should be 10 points or larger.
- Generally, the same font must be used throughout the manuscript, except...
 - 1) tables and graphs may use a different font, and
 - 2) chapter titles and section headings may use a different font.

References:

- APA format should be used to cite references within the paper.
- If you name the author in your sentence, then follow the authors name with the year in parentheses. For example:
Jones (2004) found that...
- If you do not include the authors name as part of the text, then both the author's name and year are enclosed in parentheses. For example:
One researcher (Jones, 2004) found that...

OUTLINE OF CHAPTERS AND SECTIONS:

TITLE PAGE

TABLE OF CONTENTS

CHAPTER I – Introduction

Introductory paragraphs

Statement of the problem

Purpose

Significance of the study

Research questions and/or hypothesis

CHAPTER II – Background

Literature review

Definition of terms

CHAPTER III – Methodology

Restate purpose and research questions or null hypotheses

Population and sampling

Instrumentation (include copy in appendix)

Procedure and time frame

Analysis plan (state critical alpha level and type of statistical tests)

Validity and reliability

Assumptions

Scope and limitations

CHAPTER IV - Results

CHAPTER V - Conclusions and recommendations

Summary (of what you did and found)

Discussion (explanation of findings - why do you think you found what you did?)

Recommendations (based on your findings)

REFERENCES

APPENDIX

CHAPTER I – INTRODUCTION:

Introductory paragraphs:

- The primary goal of the introductory paragraphs is to catch the attention of the readers and to get them "turned on" about the subject.
- The introduction often contains dramatic and general statements about the need for the study.
- It uses dramatic illustrations or quotes to set the tone.
- When writing the introduction, put yourself in your reader's position - would you continue reading?

Statement of the Problem:

- The statement of the problem is the focal point of your research. It is just one sentence (with several paragraphs of elaboration).
- You are looking for something wrong.
- or something that needs close attention
- or existing methods that no longer seem to be working.

Purpose:

- The purpose is a single statement or paragraph that explains what the study intends to accomplish.

Significance of the Study:

- The significance of the study answers the questions: Why is your study important?
- To whom is it important?
- What benefit(s) will occur if your study is done?
- Research Questions and/or Hypotheses and/or Null Hypotheses

CHAPTER II – BACKGROUND:

- Chapter II is a review of the literature.
- It is important because it shows what previous researchers have discovered. It is usually quite long and primarily depending upon how much research has previously been done in the area you are planning to investigate.
- Never say that your area is so new that no research exists.
- It is one of the key elements that proposal readers look at when deciding whether to approve a proposal.
- Chapter II should also contain a definition of terms section when appropriate.
- Include it if your paper uses special terms that are unique to your field of inquiry or that might not be understood by the general reader.

CHAPTER III – METHODOLOGY:

The methodology section describes your basic research plan. It usually begins with a few short introductory paragraphs that restate purpose and research questions.

Population and sampling:

The basic research paradigm is:

- Define the population
- Draw a representative sample from the population
- Do the research on the sample
- Infer your results from the sample back to the population

Instrumentation:

- If you are using a survey that was designed by someone else, state the source of the survey.
- Describe the theoretical constructs that the survey is attempting to measure. Include a copy of the actual survey in the appendix and state that a copy of the survey is in the appendix.

Procedure and time frame:

- State exactly when the research will begin and when it will end.
- Describe any special procedures that will be followed (e.g., instructions that will be read to participants, presentation of an informed consent form, etc.).

Analysis plan:

- The analysis plan should be described in detail.
- Each research question will usually require its own analysis. Thus, the research questions should be addressed one at a time followed by a description of the type of statistical tests that will be performed to answer that research question.
- Be specific.
- State what variables will be included in the analyses and identify the dependent and independent variables if such a relationship exists.
- Decision making criteria (e.g., the critical alpha level) should also be stated, as well as the computer software that will be used.

Validity and reliability:

- If the survey you're using was designed by someone else, then describe the previous validity and reliability assessments.
- When using an existing instrument, you'll want to perform the same reliability measurement as the author of the instrument.
- If you've developed your own survey, then you must describe the steps you took to assess its validity and a description of how you will measure its reliability.

Assumptions:

- All research studies make assumptions.
- The most obvious is that the sample represents the population.
- Another common assumption is that an instrument has validity and is measuring the desired constructs.

- The important point is for the researcher to state specifically what assumptions are being made.

Scope and limitations:

- All research studies also have limitations and a finite scope. Limitations are often imposed by
- time and budget constraints.
- Precisely list the limitations of the study.
- Describe the extent to which you believe the limitations degrade the quality of the research.

CHAPTER IV – RESULTS:

Description of the sample:

- It is important to report the descriptive statistics of the sample because it lets the reader decide if the sample is truly representative of the population.

Analyses:

- The analyses section is cut and dry.
- It precisely follows the analysis plan laid out in Chapter III.
- Each research question addressed individually.

For each research question:

- 1) Restate the research question using the exact wording as in Chapter I
- 2) If the research question is testable, state the null hypothesis
- 3) State the type of statistical test(s) performed
- 4) Report the statistics and conclusions, followed by any appropriate table(s)
 - Numbers and tables are not self-evident.
 - If you use tables or graphs, refer to them in the text and explain what they say.

CHAPTER IV – CONCLUSIONS AND RECOMMENDATIONS:

- Begin the final chapter with a few paragraphs summarizing what you did and found (i.e., the conclusions from Chapter IV).

Discussion:

- Discuss the findings.
- Do your findings support existing theories? Explain why you think you found what you did.
- Present plausible reasons why the results might have turned out the way they did.

Recommendations:

- Present recommendations based on your findings.
- Avoid the temptation to present recommendations based on your own beliefs or biases that are not specifically supported by your data.
- Recommendations fall into two categories.
- The first is recommendations to the study sponsor.
- What actions do you recommend they take based upon the data?
- The second is recommendations to other researchers.
- There are almost always ways that a study could be improved or refined. What would you change if you were to do your study over again?

REFERENCES:

- List references in APA format alphabetically by author's last name

APPENDIX:

- Include a copy of any actual instruments. If used, include a copy of the informed consent form.

ELABORATE THE PROCESS OF TECHNICAL REPORT WRITING?

PROCESS OF TECHNICAL REPORT WRITING:

There are three main processes for technical report writing.

Pre-Writing:

Following are the steps of Pre-Writing:

Examine your purpose:

Meaning what is your motivation for writing.

This includes

External motivation:

When someone asks you to write

Internal motivation:

When you write on your own

Determine your goals:

Meaning what is your reason for communicating

This includes

- Persuade an audience
- Instruct an audience
- Inform an audience of facts, concerns or questions
- Build trust in managing work relationships.

Consider your audience:

Meaning what type of audience are you addressing.

This Includes

- Management
- Subordinates
- Co-workers
- Customer
- Multicultural group of individuals

Gather your Data:

Meaning decide what you have to say.

This Includes

- Brainstorming/Listing
- Mind Mapping
- Answering the reporter's questions
- Researching
- Outlining
- Organizational Charts

Writing:

Following are the steps of Pre-Writing:

Organization:

Organize the draft according to some logical sequence that your readers can follow easily.

Formatting:

Format the content to allow for ease of access.

Re-Writing:

Following are the steps of re-Writing:

Revising:

Meaning review higher-order concerns.

This includes

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

Editing:

Omit unnecessary and duplicate words and make it as short as possible

Proof Reading:

Read through the text and make sure all the data is correct and to the point.

WHAT ARE FOOTNOTES AND ENDNOTES, EXPLAIN IN DETAIL?

FOOTNOTES AND ENDNOTES ARE A WAY OF:

- Including additional information
- Expanding a thought
- Providing background information
- Giving your reader further sources they can explore

DIFFERENCES AND SIMILARITIES:

The main difference between footnotes and endnotes are.

- Footnotes appear at the bottom (or foot) of the page in which the reference was made;
- Whereas endnotes appear at the end of a piece of work, or a chapter, on a separate page entitled "Endnotes" or simply "Notes". This section is included before your references or bibliography page.
- In terms of similarities, both are signified in the text by a superscript Arabic number, and the numbers are ordered sequentially,

e.g.

If you wanted to add some additional information at the end of this sentence, this foot- or endnote would be numbered as one.¹ Then, you might want to add some more supplementary information here,² so the next foot- or endnote would be numbered two. The foot- or endnote number corresponds to the relevant content.

ADVANTAGES AND DISADVANTAGES:

Choose between either footnotes or endnotes:

don't use both. To help you make up your mind, here's a table listing the advantages and disadvantages of both.

Footnotes Advantages:

- A reader only must look at the bottom of the page to find the corresponding footnote.
- You don't need to include a separate section

Footnotes Dis-Advantages:

- If you include a few footnotes on one page, it can make the page appear cluttered.
- In fact, if the footnote is particularly long, it can take up more space than the main text.

Endnotes Advantages:

- As they're located in a separate section, they're not as distracting as footnotes.
- Your reader can easily look over all supplementary material as it's in one space.

Endnotes Dis-Advantages:

- A reader must go to a different page to access the endnote.
- They can be more confusing to use if you have different chapters

DEFINE AND DIFFERENTIATE ACADEMIC AND TECHNICAL WRITING?

ACADEMIC WRITING VS TECHNICAL WRITING:

Academic writing is relatively complex because most of the academic papers are tied to a specific discipline or study area. Unlike many would think, this type of writing is done in the business and computer sector also, and today these are the two main sectors for academic writing. Scholarly articles and textbooks in either of these sectors will contain a lot of detail. Each technical area will have specialized terminologies that are not known to a normal person.

Technical writing is closely related to the description of a product. The main strategy followed in technical writing is to clearly explain the steps to accomplish the task in such a way that any person will be able to do it.

Technical writing mainly consists of user manual preparation that contains detailed working and properties of an equipment or product. Other types of technical writings include business letters, memos, product descriptions, warning labels and, to some extent, editorial letters.

COMPARISON BETWEEN ACADEMIC WRITING AND TECHNICAL WRITING:

There are very important differences between academic and technical writing. A good academic writer may not be a good technical writer and vice versa.

1)

The purpose of academic writing is to represent the result obtained from one's academic research. However, in some cases, it is also used to show some one's point of view about a topic.

The purpose of technical writing is to describe the working of a product or steps involved in a process.

2)

The targeted audience is different in both cases. Academic papers are often read by research scholars or academic professionals who are interested in that area.

Technical writing mainly is intended for the normal layman or government inspectors who need to know the task followed by a company.

3)

Academic writing jobs are mainly for professionals who already know the research and academic responsibilities.

Academic writers can be expert in a domain like physics, mathematics, etc.

4)

Technical writers can convert complex technical terms into simple language that can be understood by all.

Technical writers can specialize in an area like medical writing, software writing, etc.