

TECHNICAL REPORT WRITING



Assignment : Technical Report writing

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Ans:-

(i)Abstract:-

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.

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

Explain:

Why do we write abstracts:-

Abstracts are important parts of reports and research papers and sometimes academic assignments. The abstract is often the last item that you write, but the first thing people read when they want to have a quick overview of the whole paper.

How to write an abstract:-

- First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.
- Next read these sentences again to ensure that they cover the major points in your paper.
- Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.
- Check the word length and further reduce your words if necessary by cutting out unnecessary words or rewriting some of the sentences into a single, more succinct sentence.
- Edit for flow and expression.

How to make a good abstract:-

- Uses one well-developed paragraph that is coherent and concise, and is able to stand alone as a unit of information.
- Covers all the essential academic elements of the full-length paper, namely the background, purpose, focus, methods, results and conclusions.
- Contains no information not included in the paper.
- Is written in plain English and is understandable to a wider audience, as well as to your discipline-specific audience
- Often uses passive structures in order to report on findings, focusing on the issues rather than people
- Uses the language of the original paper, often in a more simplified form for the more general reader
- Usually does not include any referencing

There are two type of abstract (1)Descriptive (2) Informative

(ii)Conclusion:-

A conclusion is the last part of something, its end or result. When you write a paper, you always end by summing up your arguments and drawing a *conclusion* about what you've been writing about.

Explanation:-

Some might argue a conclusion is one of the most important components of any research paper or article. It's your last opportunity to make a good impression on your reader. If you can confidently say you've fully answered the question posed, or are leaving the readers with a thought-provoking consideration, you've done well.

Conclusions could also show the results of something. Think about a science experiment. After you conduct the research, you gather all of the results. Once the results are gathered, then you ask what the data or information shows. Once you decide what the data shows, then this means you have come to a conclusion or a final result.

Since your conclusion is at the very end, it is the very last part that the reader or listener will hear or see. The conclusion is your final thoughts and words on the subject of which you are speaking.

Difference between abstract and conclusion:-

The **abstract** is written for the potentially interested reader. While writing it, keep in mind that most readers read the abstract before they read the paper. The abstract should give an impression of what the paper will be about. Do not use jargon or *any* abbreviations here. It should be understandable for non-specialists and even for people from fields somehow far away.

The **conclusion** should conclude the paper and is written for the reader who already has read the paper. In other words: most readers have read the paper when they read the conclusion. Again, this sounds obvious but, again, a lot of conclusions do not read like this. It does not make sense to write a conclusion like "we have shown this and that by using this and that method". Well, this is what the reader has just read (and what he may know since he has read the abstract). A proper conclusion should tell the reader what she can or he could do with the newly acquired knowledge.