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**Question no (1)**

**What is an abstract, explain in details?**

**Answer**

**ABSTRACT**

Often when asked to write a report or article, you will be required to include an abstract. This is usually a very concise summary of what the report or article is about and is usually placed before the body of your writing. The abstract can be read to get a quick overview. It tells the reader what to expect in your work and it should be based on all you have written.

**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.

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

**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. We suggest you leave writing the abstract to the end, because you will have a clearer picture of all your findings and conclusions

**How do I 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.

**What makes a good abstract?**

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 readerusually does not include any referencing
* In publications such as journals, it is found at the beginning of the text, while in academic assignments, it is placed on a separate preliminary page.

**Descriptive abstract**

Descriptive abstracts are generally used for humanities and social science papers or psychology essays. This type of abstract is usually very short (50-100 words). Most descriptive abstracts have certain key parts in common. They are:

* background
* purpose
* particular interest/focus of paper
* overview 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 in about 200 words. Most informative abstracts also have key parts in common. Each of these parts might consist of 1-2 sentences. The parts include:

* background
* aim or purpose of research
* method used
* findings/results
* conclusion

**How is an abstract different to an introduction?**

Students are sometimes confused about the difference between an abstract and an introduction. In fact, they are different pieces of writing with different aims and key parts. The following slides will briefly describe these differences in the case of a research paper.

**Abstract**  
the essence of the whole paper

**Covers the following academic elements:**

* Background
* Purpose and focus
* Methods
* Results (also called ‘findings’)
* Conclusions
* Recommendations(implications’, not always relevant)
* Summarizes briefly the whole paper including the conclusions.

**Introduction**  
introduces the paper

Covers the following academic elements

* Background
* Purpose
* Proposition (also called ‘point of view’ or ‘thesis’ statement)
* Outline of key issues
* Scope (not always relevant)
* Introduces the paper and foregrounds issues for discussion.

**Question No 2**

**Explain the process of technical report writing?**

**Answer**

**Why do you need a writing process?**

It can help writers to organize their thoughts. Avoidfrustration. Use their time productively and efficiently. The writing processes have following steps

* **Pre writing**
* **Writing**
* **Re writing**

**Pre writing**

* Examine your purpose
* Determine your goals
* Consider your audience
* Gather your data
* Determine how the content will be provided

**Examine your purpose**

**Why are you communicating?**

* **External Motivation**

If someone asks you to write

* **Internal Motivation**

If you write on your own

**Determine your Goals**

What is your reason for communicating?

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

**Consider your audience**

What type of audience are you addressing in your communication?

Management

Sub ordinates

Co workers

Customer

Multi-cultural group of individuals

**Gather your data**

Decide what you have to say

Brainstorming/Listing

Mind Mapping

Answering the reporter’s questions

Researching

Outlining

Organizational Charts

**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.

**Rewriting:**

**Improve Your Writing**

**Revising:**

**Review higher-order concerns:**

Clear communication of ideas

Organization of paper

Paragraph structure

Strong introduction and conclusion

**Editing**

**Proof reading**

**Question no 3**

**What is library; also explain the rules of library?**

**Answer**

**INTRODUCTION:**

The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials are stored. According to the Oxford English Dictionary "Library is a building, room or set of rooms, containing a collection of books for the use for the public or of some particular portion of it, or of the members of some society, or the like; a public institution or establishment, charged with the care of a collection of books, and the duty of rendering the books accessible to those who required to use them"'.The above definition of library has undergone a significant change with the changing times, civilization and culture. The modem definition of a library is a place, where documents containing knowledge and information are stored technically and scientifically processed, properly preserved and made easily available to the users when warranted without loss of time. The library is also sometimes referred to as the "memory of human race”. Library is a fountainhead of information and knowledge. It can be compared to a giant brain that remembers all that the scientists, the historians, the poets, the philosophers, and other great intellectual have thought and learned. In short a library is a place where the experience and expertise of the past can meet the needs of the present^. Hence a Library can be defined as a collection of graphic acoustic and holistic material such as books, periodicals, newspapers, manuscripts, maps, charts, filmstrips, microfilms, photographs, records, or any recorded piece of information systematically arranged and designed for use.

**Some of the rules and regulations are:**

1. Any materials leaving the library must be properly borrowed
2. Books in the Reference Section, Serials or Reserved Units may not be removed from the library.
3. It is an offence to keep materials (books) beyond the date specified for return.
4. Penalties (fine) will be charged for over-due books.
5. Returned books must be delivered at the Loans’ Desk
6. All consulted books must be left on the Reading Tables.
7. No Readers may enter any part of the library marked ‘Private or Work-room’ unless by permission.
8. Any person who is suspected to be security risk may be ordered out of the library.
9. Indecent dressing will not be allowed into the library.
10. The use of naked light is not allowed in the library
11. Marking or underlining of library books is not allowed
12. Briefcases, luggage, umbrella, camera etc are not allowed into the library
13. Smoking, eating etc is not allowed in the library
14. Pets must not be brought into the library
15. Silence must be maintained in and around the library
16. Only registered users are allowed to use the library resources
17. Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
18. The use of cell phone is prohibited in the library
19. Reservation of seat in the library is prohibited
20. Book mutilation, pilfering, theft are all prohibited