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English iii

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Assignment: Final paper

Question 1

What are the Objectives for Report writing, explain in detail?

Ans) Objectives:

- Understand the purpose of report.
- Plan a report.
- Understand the structure of report.
- Collect information for your report.
- Organize your information.
- Use an appropriate style of writing.
- Present data effectively.
- Understand how to lay out your information in an appropriate way.

Explanation:

Decision Making Tool:

Today's complex business organizations require thousands of information. A Reports provide the required information a large number of important decisions in business or any other area are taken on the basis of information presented in the reports. This is one of the great importance of report.

Investigation:

Whenever there is any problem, a committee or commission or study group investigates the problem to find out the reason behind the problem and present the findings with or without the recommendation in the form of a report. It is another importance of report.

Evaluation:

Large scale organizations are engaged in multidimensional activities. It is not possible for a single top executive to keep personal watch on what others are doing. So, the executive depends on reports to evaluate the performance of various departments or units.

Quick Location:

There is no denying the fact that business executives need information for quick decision-making. As top executives are found to be busy for various purposes), they need vital sources of information. Such sources can be business reports.

Development of skill:

Report writing skill develops the power of designing,

organization coordination, judgment and communication.

Neutral presentation of facts: Facts are required to be presented in a neutral way; such presentation is ensured through a report as it investigates, explains and evaluates any fact independently.

Professional Advancement:

Report also plays a major role in professional achievement. For promotion to the rank and file position, satisfactory job performance is enough to help a person. But for promotion to high level position, intellectual ability is highly required. Such ability can be expressed through the report submitted to higher authority.

Proper Control:

Whether activities are happening according to plan or not is expressed through a report. So, controlling activities are implemented based on the information of a report.

A managerial Tool:

Various reports make activities easy for the managers. For planning, organizing, coordinating, motivating and controlling, manager needs help from a report which acts as a source of information.

Encountering Advance and Complex Situation: In a large business organization, there is always some sort of labor problems which may bring complex situations.

To tackle that situation, managers take the help of a report.

Question 2

Write down the format for Research Proposal?

Ans:) The format of a research proposal varies between fields, but most proposals should contain at least these elements:

- Cover page
- Introduction
- Literature review
- Research design
- Reference list

Title Page:

Like your dissertation or thesis, the proposal will usually have a title page that

includes:

- The proposed title of your project
- Your name
- Your supervisor's name
- The institution and department

Check with the department or funding body to see if there are any specific

formatting requirements.

Abstract and table of contents

If your proposal is very long, you might also have to include an abstract and a table of contents to help the reader navigate the document.

Introduction:

The first part of your proposal is the initial pitch for your project, so make sure it succinctly explains what you want to do and why. It should:

- Introduce the topic
- Give background and context
- Outline your problem statement and research question(s)

Some important questions to guide your introduction include:

- Who has an interest in the topic (e.g. scientists, practitioners, policymakers, particular members of society)?
- How much is already known about the problem?
- What is missing from current knowledge?
- What new insights will your research contribute?
- Why is this research worth doing?

If your proposal is very long, you might include separate sections with more detailed information on the background and context, problem statement, aims and objectives, and importance of the research.

Literature Review:

It's important to show that you're familiar with the most important research on your topic. A strong literature review convinces the reader that your project has a solid foundation in existing knowledge or theory. It also shows that you're not simply repeating what other people have already done or said.

Research Design:

The research design or methodology section should describe the overall approach

and practical steps you will take to answer your research questions.

Reference List or Bibliography:

Your research proposal must include proper citations for every source you have used, and full publication details should always be included in the reference list.

To create citations quickly and easily, you can use our free APA citation generator.

In some cases, you might be asked to include a bibliography. This is a list of all the sources you consulted in preparing the proposal, even ones you did not cite in the text, and sometimes also other relevant sources that you plan to read. The aim is to show the full range of literature that will support your research project

Question 3

Ans) Elaborate the process of Technical Report Writing?

Ans: Just like any other business activity, technical writing can be boiled down to a process – a set of high-level steps. These five steps are Plan, Structure, Write, Review and Publish. These high-level steps are the common elements in virtually every technical writing project – really in any business writing project – big or small.

- Plan
- Structure
- Write
- Review
- Publish

Step-1 Plan:

All projects need to be planned – at least at some level. Whilst you don't have to go create a detailed Gantt chart for every technical writing project, it certainly helps if you answer some of the following questions before you put pen to paper. The results of this planning may be as simple as some bullet points jotted down in your notepad – or you may find that simply going through this as a mental exercise is sufficient.

When you're planning to write technical documents, you should ask yourself:

- Scope – How many documents do I need to write? What are their key



characteristics? Am I going to publish them in multiple formats – if so, are

there any production requirements I should be aware of?

- Timing – How long do I need to schedule for review cycles? What's the final deadline?
- Process – What are the high-level steps that I need to follow to create the documents?

Step-2 Structure:

A structure is the backbone of your document – the hierarchy of headings that define the logical order that it will progress. Structure is absolutely essential to successful documents, and it's something that you should develop before you start writing. A well-structured document is one that has had thought go into it beforehand, which means you're less likely to need to rehash it later on.

There are a number of common structural approaches when it comes to technical documents:

- Narrative structure – The traditional approach – intro, body, conclusion
- Process-based structure – Common in technical documentation such as procedures and user guides
- Library structure – A collection of articles on a common topic, loosely structured
- System-based structure – Describing the components of a system such as an auto manual

Step-3 Write:

Writing is where you convert your bare-bones table of contents and notes into a series of drafts, culminating in a draft that's ready for formal review. Contrary to popular impression, writing is only about 20-30% of the process in a well-planned document – much of the effort goes into planning, structuring, and reviewing your work. In fact, the more time you spend planning and structuring your work, the less time you're likely to spend on writing.

There are a few time-honored (as well as some new) techniques that technical writers draw on:

- KISS (Keep It Simple, Stupid!)

- Plain English
- Five Ws (and One H)
- Inverted pyramid
- Verb-noun structure
- Active voice

Step-4 Review:

I like to think of review as the polishing stage. It's where your document gets the trial by fire, so to speak, of having others formally review it, as well as undergoing another very important task – editing and proofing.

(Sidenote: Editing and proofing is in itself the topic of numerous books. In my book *Technical Writing Process*, I've provided a practical, no-nonsense editing model – The Seven Levels of Editing – that's suitable for technical or business documents.)

If you haven't already done so, you'll now need to define who's responsible for reviewing what (also called a Review Matrix), or validating it if you've been proactive and defined it during the planning step – which you should aim to do.

In the Review step, there are a number of discrete activities going on (depending on the type of document being written):

- Review by subject matter experts
- Testing a procedure / instruction to make sure you / a subject matter expert can follow the steps
- Peer review by a colleague
- Editing and proofing

Step-5 Publish:

Publishing can be a complicated process – or it can be extremely easy.

Publication is where writers manufacture and launch the final product. This might be as straightforward as emailing an approved document to your manager, or uploading it to a content management system or intranet. On the other hand, it might involve some fairly complicated logistics.

In my book, I discuss publication, covering many common tasks such as performing final checks, communicating with stakeholders, and establishing a

version control system that's suitable for the majority of technical documents. It also includes discussion of more advanced scenarios such as print production and translation.

Question 4

What are Footnotes and Endnotes, explain in detail?

Ans) Footnotes :

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it. For example, say you want to add an interesting comment to a sentence you have written, but the comment is not directly related to the argument of your paragraph

Advantages of Using Footnotes:

The main advantage of using footnotes is that they're easier to find. When you want to read a footnote, you just glance down to the bottom of a page. Many writers prefer putting supplemental material in footnotes because there's a greater chance that the reader will see it. However, if a writer relies too much on footnotes, the page can become cluttered and difficult to read.

Endnotes:

An endnote is source citation that refers the readers to a specific place at the end of the paper where they can find out the source of the information or words quoted or mentioned in the paper. When using endnotes, your quoted or paraphrased sentence or summarized material is followed by a superscript number.

Advantages of Using Endnotes:

Endnotes are easier to compile and print, since you don't have to reformat individual pages to fit them in. The use of endnotes also creates a cleaner look on each page, since there aren't any distractions from the smooth flow of reading. One drawback, though, is that if you want to read an endnote, you'll need to page forward to the end of the work to find it, and then you'll need to page back to your original place in the text.

Generally speaking, both footnotes and endnotes serve the same purpose. Footnotes are the best option if you're only providing a small amount of supplemental material and you want to make sure that the reader sees it. If you have a significant amount of supplemental material, endnotes might be the better option.

Difference between FOOTNOTES & ENDNOTES :

The only real difference is placement -
- footnotes appear at the bottom of the relevant page, while endnotes all appear at the end of your document. If you want your reader to read your notes right away, footnotes are more likely to get your reader's attention.

Question 5

Define and differentiate Academic and Technical writing?

Ans) Academic writing:

Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader's understanding. It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.

Technical writing:

Technical writing is writing or drafting technical communication used in technical and occupational fields, such as computer hardware and software, engineering, chemistry, aeronautics, robotics, finance, medical, consumer electronics, biotechnology, and forestry.

Difference between Academic and technical writing:

The main differences

Regarding the explanations of these two writing styles, there can be three major differences which can be highlighted between the academic and technical writing. The distinguished comparisons are given below

Both of these writing styles has their own applicability. Whereas the academic writing can be useful in educational institutions such as schools, colleges, universities, digital and printed media and literary organisations, technical writings are more useful at industrial and technological sectors.

The style of writing also has many differences from each other. Scholars, journalists and authors mainly use the writing style of academic writing. The essence of rich literary command and in-depth knowledge about the subject can be reflected through the writing. (Hyland, 2014).

The purpose of both of the writings is also different from each other. In academic writing, the main purpose of the author is to explain a specific subject matter by providing his/her own point of view. The writings can be served various purposes such as debate, information, description, comparison or criticism. For each kind of purposes, there can be different types of writing styles can be noticed. Though in technical writing, its main purpose is to clarify the main idea of the subject to its specified readers in a distinguished manner.