Final-Term – Semester Assignment

Course Title: English III (TRW)

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Question 1

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

Objectives of Report writing:

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?

format for Research Proposal:

1. **Title.** Title of a research proposal is the most important component of the whole research proposal report. The length...

2. **Abstract**. An abstract is the second most read section of a research proposal. The length of this section must be...

3. **Table of Content**. In this section, you will write the headings and sub-headings of your research...

It starts with the description, which is basically a one or two page summary, or overview, written in such a way that someone not familiar with the subject matter can still understand it. They need to be able to understand the methods about which you are writing as well as the goals of your research. Your research proposal is not the place for jargon. The layman is generally not going to understand what any of those things mean, so you need to keep your writing as clean as possible. You will have to repeat some of the description's information later in your proposal yourself, but that is expected and rest assured that you will not be faulted for it.

A Format for Research Proposals

Abstract:

A paragraph summarizing your topic of research, who or what will be the object of data collection, how the data will be collected, how it will be analyzed, and what results you expect (possible outcomes).

The Problem:

"What problem do I want to address or what question(s) do I want to answer?"

- Elaborate on the variables and their relationships.

Background to the Problem:

"Why is this problem or question important?"

"Who else has worked on this or similar problems?"

"What methods were used?"

"What were the results or conclusions of previous research?"

- In this section, show the relevance of your research to other research that has been done.

Research Design:

"How will I limit my study?"

"What data do I need to collect?"

"What methods will I use to collect the data and how will I justify them?"

- In this section, show how you will avoid doing it all.

Expected Results:

"How will I analyze my data?"

"What results do I expect from my research?"

- In this section, elaborate on how you will use your data to answer your research question(s), to make generalizations, to defend assertions, to examine possible alternative outcomes to construct a plausible argument.

References:

Make sure these follow a recognized format, and do so consistently**.**

Question 3

Elaborate the process of Technical Report Writing?

Five steps for Technical Writing Process are:

 Plan, Structure, Write, Review and Publish:

The Writing Process:

->Pre Writing, ->Writing, ->Re Writing

1)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 ?

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?

*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 reporters questions

Researching

Outlining

Organizational Charts

2) 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.

3)Re Writing:

->Revising

->Editing

->Proof reading

Revising:

Review higher-order concerns:

Clear communication of ideas

Organization of paper

Paragraph structure

Strong introduction and conclusion

Question 4

What are Footnotes and Endnotes, explain in detail

1. Footnotes and endnotes are both ways to add clarifying information into a document. They provide important details with which the reader may be unfamiliar. They often save the reader from looking up unfamiliar words, people, places or sources. Superscript numbers are used in both the document and the footnote to help reader match the text to the supplemental information at the bottom. An endnote is similar, but they are only found at the end of a document and contain reference information about quoted material. Example of a footnote. Example of an endnote.
2. **Differences and similarities:**

   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 OF Footnotes endnotes?

A reader only has to look at the bottom of the page to find the corresponding footnote. You don't need to include a separate sect 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. As they're located in a separate section, they're not as distracting as footnotes. n Your reader can easily look over all supplementary material as it's in one space 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

Disadvantages OF Footnotes endnotes?

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.

Footnotes can clutter up the page and, thus, negatively impact the overall look of the page. If there are multiple columns, charts, or tables below only a small segment of text that includes a footnote, then you must decide where the footnotes should appear. EndNote Online when compared with EndNote desktop: You can't use term lists for journal abbreviations. You can't edit styles and filters. Storage limit of 50, 000 records.

Question 5

Define and differentiate Academic and 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.

Academic Writing: Academic writing is a form of writing that is used in academic disciplines. On the other hand, technical writing is a form of writing that is mostly used in technical disciplines. As you can see, the contexts of the two forms of writing differ from one another. Academic writing is a form of writing that is used in academic disciplines. Academic writing is all about proving something in one way or the other.

- **Technical Writing**: 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 Technical Writing is a form of writing that is mostly used in technical disciplines. Features of Academic and Technical Writing: Purpose: Academic Writing: The purpose can be to express a point of view, present findings of a new research, Technical writing, on the other hand, is all about instructing how to do something to achieve a specific goal. (2) Knowledge vs. Solution. Academic writing aims at expanding our knowledge of the world. 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.

GOOD LUCK !