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Question1:

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

Answer:

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

Objectives for Report writing:

1. **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.
2. **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.
3. **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.
4. **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.
5. **Development of skill:** Report writing skill develops the power of designing, organization coordination, judgment and communication.
6. **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.
7. **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.
8. **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.
9. **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.
10. **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?

Answer:

Format for Research Proposal

- [General](#)
- [Style, layout, and page formatting](#)
- [Outline of the chapters and sections](#)
- [Chapter I - Introduction](#)
- [Chapter II - Background](#)
- [Chapter III - Methodology](#)
- [Chapter IV - Results](#)
- [Chapter V - Conclusions and Recommendations](#)

General

Research papers usually have five chapters with well-established sections in each chapter. Readers of the paper will be looking for these chapters and sections so you should not deviate from the standard format unless you are specifically requested to do so by the research sponsor.

Most research studies begin with a written proposal. Again, nearly all proposals follow the same format. In fact, the proposal is identical to the first three chapters of the final paper except that it's written in future tense. In the proposal, you might say something like "*the researchers will secure the sample from ...*", while in the final paper, it would be changed to "*the researchers secured the sample from ...*". Once again, with the exception of tense, the proposal becomes the first three chapters of the final research paper.

The most commonly used style for writing research reports is called "APA" and the rules are described in the *Publication Manual of the American Psychological Association*. Any library or bookstore will have it readily available. The style guide contains hundreds of rules for grammar, layout, and syntax. This paper will cover the most important ones.

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 ...*".

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 1 (although a page number is not placed on page 1).

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.

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 hypotheses

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

Question 3

Elaborate the process of Technical Report Writing?

Answer:

Technical report writing: Technical writing refers to any writing that deals with a specialized area usually in science or industry. Because technical writing usually deals with an object, a process, or an abstract idea, the language is utilitarian, stressing accuracy rather than style. The tone is objective: the technical content, not the author's voice, is the focal point. The purpose is to accurately transmit technical information.

Good technical report writing is:

(1) Logical:

Papers usually have an Introduction, Data section, Analysis section, Results section and a Conclusion. Organization is important for clarity.

(2) Accurate:

Since the goal is to transmit technical information, the facts, theories and observations should be correct. Base your conclusions only on facts not assumptions. Readers make scientific decisions based on data presented. The results of good scientific work can be obscured by reports that are full of inaccuracies.

(3) Consistent:

Capitalization, units of measure, use of abbreviations, punctuation and rules of grammar should be correct and consistent. Inconsistencies in technical writing will confuse the reader and convince them that the scientific work being presented is as sloppy as your writing. The goal is to produce a document that is written by an educated, literate person.

(4) Clear

- Keep the writing short and simple. Use small words not big ones. Keep sentences, paragraphs and sections short. Limit each paragraph or section to one central idea. B)
- Active voice is preferable to passive voice and uses fewer words.
- Avoid technical jargon. Some terminology is necessary and valid. But too much makes the writing incomprehensible. d. Technical writers need to consider their audience. Since a single document maybe read by a wide variety of individuals, write so that the most non-technical reader can understand it.

(5) Grammatically correct:

Misspelled words and sloppy grammar point to authors who are lazy and uncaring about their work.

Process of technical writing:

- 1. Title page.**
- 2. Summary.**
- 3. Table of content.**
- 4. Introduction.**
- 5. Text body.**
- 6. Conclusions.**
- 7. References.**
- 8. Appendixes**

1. Title page: The title page is the first page of the report proper which the reader will see. it should contain:

- The title and author's name.
- The report reference number and date, if available.
- The company's name and logo if desired.

- A statement of copyright if needed, and no more.

2.Summary:

The summary (sometimes referred to as the executive summary) provides a brief overview of the substance of the report; usually no more than a half a page. It is not an introduction to the topic. The summary should outline all the key features of your report, including the topic, what you did and how you did it. The summary gives the most important findings of your research or investigation, and their corresponding page numbers. It should clearly show the structural relationship between the sections and subsections. A reader looking for specific information should be able to locate the appropriate section easily from the table of contents. Number the sections by the decimal point numbering system.

4. Introduction: The introduction provides the background information needed for the rest of your report to be understood. It is usually half to three-quarter of a page in length. The introduction includes:

- The background to the topic.
- A clear statement of the purpose of the report.
- A clear statement of the aims of the project.

5. Text body: This is the main part of the report, where you present your work. The introduction and conclusion act as a frame for the body only; therefore, all the details of your work must be included here.

The presentation of information should flow logically so that reader can follow the development of your project.

6. Conclusions: The conclusions section provides an effective ending to your report. The must give some overall insight into the value of your work in general and inform the reader of what the major impact of your work is.

7. References: A reference shows that information comes from another sources and also gives the details of these sources.

8. Appendixes: Appendixes contain material that is too detailed to include in the main report, such as raw data or detailed drawings. Usually each appendix must be given a number and title.

Question 4

What are Footnotes and Endnotes, explain in detail?

Answer:

Footnotes: Footnotes are used in a report for citing sources for exact quotations, opinions or specific facts. They are also used to reference other materials, make an incidental comment, or acknowledge the work of someone else. There are different standards that can be used when formatting a footnote, one of them being the "Chicago Manual of Style." Footnotes are numbered, starting with the number "1." After each quote or other citation in the text of the report, the footnote number is placed after the ending punctuation in a superscript number. Write the report, adding footnote numbers to the ends of sentences that use citations.

List the citation for each footnote in the report in a separate file, or at the end of the document you are writing. Use the superscript number at the beginning of the citation, followed by the citation in the correct footnote format.

Use the following formats for each corresponding footnote. For a book, list as follows: author, title of book (underlined), the city and state of publication and the publisher and the year of publication all separated by a comma and enclosed in parentheses, "pg." followed by the page number and a period. Check with "The Chicago Manual of Style" or an online style guide for other footnote formats.

Use a shortened version of the footnote if you come to a citation from a source you have already listed in your footnotes. Simply type "Op. Cit." followed by a comma, the author's last name, a comma, the page number and a period.

Write "Ibid." followed by the page number and a period if you cite a reference that was used in the footnote directly before the one you are writing.

Copy and paste your footnote text from your file to the bottom of the page corresponding to the footnote number. If you prefer, you can insert text boxes with no border so that the text box can be moved to a different page later if desired.

Advantages of Footnotes:

- The **advantages** of using **footnotes** are that they provide the reader with a fast reference and link to additional information.
- They are easy to insert and will automatically print.
- The **advantage** of using endnotes instead of **footnotes** is that their placement is less distracting.
- 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 section.

Disadvantages of Footnotes:

- Using too many **footnotes** in one page may clutter the page and make it difficult to read.
- Adding a lot of information in one **footnote** may dominate the page and distract readers from the main subject.

- If there are multiple columns, charts, or tables, short **footnotes** will be lost and need to be moved to another place.
- 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: An endnote is similar, but they are only found at the end of a document and contain reference information about quoted material.

Advantages of Endnotes:

- As a separate section of a research paper, endnotes allow the reader to read and contemplate all the notes at once
- 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.

Disadvantages of Endnotes:

- Readers must go to another part or section to get detailed information this could be distracting. Using **endnotes** can be confusing sometimes if there are different chapters.
- Readers might need to remember chapter numbers and the **endnote** number to be able to find the correct **endnote**.
- A reader has to go to a different page to access the endnote.
- They can be more confusing to use if you have different chapters

The main difference between footnotes and endnotes is:

- 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.

Similarities:

- 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.

Question 5

Define and differentiate Academic and Technical writing?

Answer:

Academic 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: 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 particular area. Technical writing mainly is intended for the normal layman or government inspectors who need to know the task followed by a particular company.
- 3) Academic writing jobs are mainly for professionals who already know the research and academic responsibilities. Academic writers can be expert in a particular domain like physics, mathematics, etc.
- 4) Technical writers are able to convert complex technical terms into simple language that can be understood by all. Technical writers can specialize in a particular area like medical writing, software writing, etc.

