

ID: 11627

Q (1) What is an abstract, explain in detail?

Answer:

Introduction to Abstract:

Abstract is often the first section of any report, research work or article. It consists of a very concise, effective and authentic summary of what the report, article or a research work is about. Abstracts can be read to hold a very quick overview of any research work. The entire abstract covers the background, purpose and focus, methods, results and findings, conclusion and recommendations of any research work. It is different from the introduction section of the research work. To go in depth of the concept of abstract, this term is derived from a Latin word abstractum which refers to a short, concise and condensed form of a longer piece of writing. It is often the last item that is written, but the first part which researchers put in the beginning. It is a better idea to write the abstract at the end of a research work because a clearer picture of all the findings and conclusions is got by the researcher.

It is important to write the abstract following the given steps.

The researchers should read their works again for an overview. They should make their short form in one to two sentences. Next, key points of the statements should be written for their easiness. If the length of the words is long, it should be further reduced by cutting out unnecessary words. It should be edited for syntactic, semantic and pragmatic mistakes and expression.

There are various points for writing a better abstract

It should be written in plain English which can be understood by a wider audience. In abstract, passive voice structures are used in order to report on findings rather than on people. A very simple language is used which can be read even by general readers. There should not be any references in abstract.

There are two types of abstract

1) Descriptive Abstract:

This type of abstract is usually very short (50 to 100 words). It is generally used in humanities, social sciences, or psychology essays. Descriptive abstracts cover the following points.

- . Background
- . Purpose
- . Particular interest/ Focus of paper.
- . Overview of Contents (optional)

2) Informative Abstract:

This type of abstract is a little lengthier than descriptive abstract (about 200 words). It is generally used for science, engineering or psychology reports. It should cover the following points in 1 to 2 sentences.

- . Background
- . Aim or purpose of research
- . Method used
- . Findings/Results

. Conclusion

Q (2) Explain the process of technical report writing?

Answer:

Technical Writing Process:

Why do you need a writing process? It can help writers to” >organize their thoughts. >avoid frustration. >use their time productively and efficiently.

Pre Writing:

“Prepare to Write!” >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 >Subordinates >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 >>Determine how the content will be provided.

Writing: “Time to Write!” >>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.

Re Writing: “Improve Your Writing” >>Revising >*Review higher-order concerns: >Clear communication of ideas >Organization of paper >Paragraph structure >Strong introduction and conclusion >>Editing >>Proof reading

Q (3) What is Library, also explain the rules of library?

Answer:

Library:

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".

Types of Libraries:

- i) Public Libraries
- ii) Academic Libraries
- iii) Special Libraries

iv) National Libraries

v) Contact Libraries.

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