English iii

Technical Report Writing

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DATE   :: 22-6-2020

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Ans no 1:

Main objectives for report writing:

A good introduction starts broad and becomes more focused, funneling down from the background of the project to the specifics of the research problem. It is here that you will articulate the aim and objectives of the project.

The aim is your overall intention for the project. It is the reason why you are doing the research and signals where you hope to be by the end. The objectives are the specific steps you will take to get there.

The objectives should be specific and measurable. Each objective should build on the previous one and as such guide the reader through the structure of the report. This way the reader will have a clear idea about how the rest of the report fits together.

Be aware that the objectives are not all of the steps of the project. For example "investigate the context of the problem" is not an objective, it is a necessary step in all projects.

For most projects, you should intend to have a single aim that covers the overall conclusion you wish to make from the work. For the objectives, it might be worth breaking the project down into stages and to write an objective to describe each stage. For example, in a data driven project, there might be collection, processing and analysis phase.

The aim and objective should be put near the start of the report, within the introduction, as it will give clear direction to the reader and allow them to understand the context and theory presented given the overall aim. This is especially relevant to the objectives, in that the theory will be set out using those objectives.

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.

Q2

ANS NO 2: Formate for Research Proposal

Jeffrey Stern offers these simple and straightforward set of considerations for a student preparing to submit a research proposal:

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 recognised format, and do so consistently.

Q3

Ans no 3 ;

Process of Technical Report Writing

Technical report is a document that describes the progress, process, or results of scientific or technical research. It also can include some recommendations and conclusions. Technical reports may be considered as grey literature because they rarely undergo comprehensive independent peer review before publication.

Technical reports are a great source of technical or scientific information. They can be written both for wider or internal distribution. In order to establish novelty, technical reports can be considered as a primary form of scientific paper when researchers don't want to wait when academic journals publish their work.

So, as you see, a technical report is key part of the research that also should be written according to established rules. Below, you will find some tips on how to write it.

Technical Report Elements

A typical technical report consists of the following elements:

The title page

The introduction

The summary

Experimental details

Results and discussions

The body

Conclusion

The conclusion may include:

-Recommendations

-Reference

-Bibliography

-Acknowledgments

-Appendices

A technical report doesn't differ much from other types of technical documents. First steps are the same — learn your audience, goals of the technical report, what recourses (articles, blogs) can help you write a good report, and so on.

Then list all your ideas of topics as they come to your mind, sort them into groups — it will be a rough outline of your future technical report. Now, you're ready for a first draft. I want to provide you with some tips on how to write a good technical report in order to help you create a great first draft and save your time:

When you're searching for information on the Internet, keep in mind, that not all the information is reliable, so check it twice. The best way is to read relevant books, journals, and articles.

Speaking of formatting, stick to one format — don't use different fonts in your work. If you want to highlight an idea, use bold or italic.

Heading and subheadings should be clear in order to ease the searching for necessary information. They also help readers get the main idea quickly. In my recent post called 'Using Humor in Technical Documentation' I showed an example of using humor in the table of contents, and it's not a good idea — nothing is clear.

It's ok to use the information of other people but use citation — plagiarism is not a good idea of writing content. Check out Top 10 Free Plagiarism Detection Tools in order to be sure that you cite all sources.Proofread your content using these tips or a free grammar checker.

As you see, a technical report is not something difficult. You can write it easily sticking these tips, and also it's a good idea to read technical reports of other authors. You will get the experience and build your style. However, my main recommendation is to write concisely.

Q4

Ans no 4:

Footnotes and Endnotes

A footnote is additional information found at the bottom of the current page in a document. 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.

Both footnotes and endnotes are common writing tool features implemented when using various citation styles. They provide writers with a clear method in directing the reader to further information on the research topic and additional citations. Though the terms are sometimes used interchangeably, footnotes and endnotes have a few key differences.

The most obvious difference between footnotes and endnotes is the placement of each within a paper. Footnotes are found at the bottom of a page (i.e. in the footer) and endnotes are located at the end of a complete document, or sometimes at the end of a chapter or section.

While the content in footnotes and endnotes can look the same, they serve different functions. Footnotes are used as a citation vehicle for a short citation, while endnotes can contain more text without compromising the format of the paper. They each also typically use a different numbering system, which allows the reader to determine where they should look for the additional information (either in the footer of the page, or at the end of the document.

APA format only uses parenthetical citations/reference list. MLA format can have footnotes and/or endnotes, but more commonly uses parenthetical citations and work cited. Chicago format almost always has footnotes or endnotes.

Both footnotes and endnotes tend to be supplemented by a bibliography or works cited page, which displays the complete citation of each source the writer cited in each footnote and endnote throughout their paper. Depending on the citation style, the footnote/endnote entry provides more specific location information than the entry in the bibliography. For instance, when citing a whole book in Chicago Manual of Style, the page number of the cited information is contained in the footnote, whereas this localized information is omitted from that source's entry in the bibliography.

Example of a footnote

Here is an example of a footnote. An example to help demonstrate the proper notation and implementation of a footnote.

Example of an endnote

Below is an example of an endnote citing Computer Hope, the web page, and the year.

Here is an example of an endnote which cites Computer Hope as a source.

1 Notation and implementation of endnotes and footnotes (https://www.computerhope.com/jargon/f/footnote.htm, 2019)

How to insert a footnote or endnote in Microsoft Word

To insert a footnote or endnote in Microsoft Word 2007 and later versions, follow the steps below.

Open Microsoft Word.

Within Microsoft Word, place the cursor where you want to insert the number that points to the footnote or endnote.

In the Ribbon at the top, click on the References tab.

In the Footnotes section, click on Insert Footnote or Insert Endnote, depending on which one you are inserting.

To insert a footnote or endnote in Microsoft Word 2003 and earlier versions, follow the steps below.

Open Microsoft Word.

Within Microsoft Word, place the cursor where you want to insert the number that points to the footnote or endnote and click Insert

Click Footnote...

Specify whether you want to insert a Footnote or an Endnote, then click OK.

Q5

Ans no 5;

Difference between Academic and Technical Report Writing

Many people fail to distinguish between the technical and academic form of writing. The major difference between both of these forms lies in their style. Technical writing is linked to the processes. It involves a step by step explanation of a procedure so that anyone can understand it. From business letters to the product descriptions and editorial letters, it conveys the technical information such as engineering and scientific studies in the easiest way possible. Academic writing is more specific in nature as it is linked to a particular discipline. It is a complex form of writing which can more commonly be seen in the form of scholarly articles and textbooks

Difference Between Academic & Technical Writing

There is a huge difference between the technical and academic writing. A skilled academic writer may not have the proficiency in technical writing and vice versa. Let us see the major differences between these two styles of writing.

Definition

In academic writing, a person intends to prove a theory or viewpoint in one way or the other, whereas technical writing is entirely goal-oriented and it talks about different ways by which the desired goal can be achieved. An academic writing is used in the form of theses,essays or book reports.

Purpose

Technical writing intends to explain the working of a product or service in a step-by-step process. While the academic writing revolves around the results of the academic research. However, sometimes it is also based on one's viewpoint on a particular topic.

Target Audience

The target audience in both the types of writing is very different. In academic writing, the target audience is research scholars or professionals who have an expertise in a specialization. Technical writing targets any person who needs to know the task followed by a particular organization.

Similarities Between Academic & Technical Writing

Certainly, academic and technical writings are two different forms of writing but they do share some common attributes too. Let us see the parameters on the basis of which both the writing styles can be considered similar.

Organized Structure

At the beginning of an academic research, a writer needs to mention the reason for which he undertook the research and then talk about different methodologies. This is a general structure which explains the entire process to the reader in a well-organized form. Similarly, in a technical writing, the writer includes the points such as goals, strategies, benefits etc. Hence, both the forms of writing exhibit a well-organized pattern.

The Format

Both academic, as well as technical writing, comes under the category of formal writing. This implies that they follow a specific set of guidelines and the tone of writing remains serious. Hence, you can't use slang terms or jargons in technical or academic writing.

Though both the styles have some striking similarities, a writer needs to adapt to a lot many changes when he shifts from an academic writing style to the technical writing. In order to have a proficiency in both the forms of writing, one needs to do a thorough practice in different writing styles.