



# Final-Term – Semester Assignment

Technical Report Writing (English-III)

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## Question : 01

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

Ans:

## Objectives

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 : 02

### Write down the format for Research Proposal?

#### Ans:

**Title Page:** Most sponsoring agencies specify the format for the title page, and some provide special forms to summarize basic administrative and fiscal data for the project. Titles are brief but comprehensive enough to indicate the nature of the proposed work.

**Abstract:** The funder may use the abstract to make preliminary decisions about the proposal. Therefore, an effective summary states the problem addressed by the applicant, identifies the solution, and specifies the objectives and methods of the project. This summary should also outline funding requirements and describe the applicant's ability.

**Table of Contents:** Brief proposals with few sections usually do not need a table of contents. Long and detailed proposals may require, in addition to a table of contents, a list of illustrations (or figures) and a list of tables. If all of these sections are included, they should follow the order mentioned, and each should be numbered with lower-case Roman numerals. The table of contents lists all major parts and divisions, including the abstract.

**Introduction** (including Statement of Problem, Purpose of Research, and Significance of Research): The introduction of a proposal begins with a capsule statement and then proceeds to introduce the subject to a stranger. It should give enough background to enable an informed lay person to place your particular research problem in a context of common knowledge and should show how its solution will advance the field or be important for some other work. The statement describes the significance of the problem(s), referring to appropriate studies or statistics.

**Background** (including Literature Survey): Be sure to (1) make clear what the research problem is and exactly what has been accomplished; (2) to give evidence of your own competence in the field; and (3) to show why the previous work needs to be continued. The literature review should be selective and critical. Discussions of work done by others should lead the reader to a clear idea of how you will build upon past research and also how your work differs from theirs.

**Description of Proposed Research (including Method or Approach):** The comprehensive explanation of the proposed research is addressed to other specialists in your field. This section is the heart of the proposal and is the primary concern of the technical reviewers. Remember as you lay out the research design to:

- Be realistic about what can be accomplished.
- Be explicit about any assumptions or hypotheses the research method rests upon.
- Be clear about the focus of the research.
- Be as detailed as possible about the schedule of the proposed work.
- Be specific about the means of evaluating the data or the conclusions.
- Be certain that the connection between the research objectives and the research method is evident.
- Spell out preliminary work developing an analytical method or laying groundwork as Phase 1.

At the end of this phase you will be able to report that you have accomplished something and are ready to undertake Phase 2.

**Description of Relevant Institutional Resources:** Generally this section details the resources available to the proposed project and, if possible, shows why the sponsor should select this University and this investigator for this particular research. Some relevant points may be:

the institution's demonstrated skill in the related research area  
its abundance of experts in related areas that may indirectly benefit the project  
its supportive services that will directly benefit the project  
and the institution's unique or unusual research facilities or resources available to the project

**List of References:** The style of the bibliographical item itself depends on the disciplinary field. The main consideration is consistency; whatever style is chosen should be followed carefully throughout the proposal.

**Personnel:** This section usually consists of two parts: (1) an explanation of the proposed personnel arrangements and (2) the biographical data sheets for each of the main contributors to the project. The explanation should specify how many persons at what percentage of time and in what academic categories will be participating in the project. If the program is complex and involves people from other departments or colleges, make clear the organization of the staff and the lines of responsibility. Any student participation, paid or unpaid, should be mentioned, and the nature of the proposed contribution detailed. If any persons must be hired for the project, say so, and explain why, unless the need for persons not already available within the University is self-evident.

**Budget:** Sponsors customarily specify how budgets should be presented and what costs are allowable. The budget lays out the costs to be met by the funding source, including personnel, non-personnel, administrative, and overhead expenses. The budget also specifies items paid for by other funding sources. Includes explanations for requested expenses.

## **Question : 03**

### **Elaborate the process of Technical Report Writing?**

#### **Ans:**

technical writing can be boiled down to a process – a set of high-level steps. These three steps are Prewriting, Writing, And Rewriting. These high-level steps are the common elements in virtually every technical writing project – big or small.

#### **Step 1: Prewriting:**

Writing should start with thinking about the topic and purpose of your writing. Once that is established, brainstorm by informally jotting down ideas that pop into your head. This helps with deciding what you choose to write about. Brainstorm after you have read over the project's guidelines several times to fully understand the assignment.

Identify your thesis (main idea) and make sure all of your content relates to and/ or supports your thesis so you stay focused and on topic. Whether you choose to prewrite by making a list, developing an outline, filling in boxes, creating a web, or coming up with your own prewriting strategy is up to you. Identify the parts of your piece (paragraphs and/ or sections) and what your goal is in each. This will focus and arrange your writing, breaking the task down into smaller, more manageable chunks.

#### **Step 2: Writing:**

Here is where you are ready to actually write your piece using formal sentences and paragraphs. Follow your prewriting and make sure you accomplish the goal of each section or paragraph. Use your prewriting as a checklist, and further develop your ideas and content as you write. Be sure to write using proper sentence and paragraph structures and use transitions for flow. Think about what you are writing and if it makes sense. Expand upon and explain your thoughts clearly and thoroughly so the reader knows exactly what you mean; never assume the reader knows what you are presenting. Insert your research, support, facts, and details (with citations, if necessary) to accomplish your goal. Get it all down on paper, from introduction to conclusion. At this point, just get the content down, as when you get to the rewriting part of the process, you can perfect how it reads.

#### **Step 3: Rewriting:**

If possible, take a break before completing this final step of the writing process so you can approach it with fresh eyes and a clear mind. First, read through with a focus on your content. Does it achieve your goal and maintain a focus? Have you properly executed the MLA style or another style required for research citations and format? Purdue Online Writing Lab is an excellent online resource for writing strategies, as well as properly formatting, citing research, and proofreading.

Rewrite, edit, and delete content as necessary, then read through it again to check your organization, transitions, word choice, and sentence and paragraph structure. Make sure it flows and is easy to read. Finally, proofread for punctuation, spelling, grammar, and usage errors. If you can, have another person proofread it a final time.

## Question : 04

### What are Footnotes and Endnotes, explain in detail?

#### Ans:

#### **Footnotes:**

Long explanatory notes can be difficult for readers to trudge through when they occur in the middle of a paper. Providing this information is necessary, but doing so in the main text can disrupt the flow of the writing. Imagine if every time an author wanted to provide a citation, the entire citation had to be written out at the end of the sentence, like this (Anthony Grafton, *The Footnote: A Curious History* [Cambridge, MA: Harvard University Press, 1999] 221). Books would become much longer and reading much more tedious. That's why footnotes are so useful: they allow authors to provide the required information without disrupting the flow of ideas.

Footnotes can include anything from a citation to parenthetical information, outside sources, copyright permissions, background information, and anything in between, though certain style guides restrict when footnotes can be used. We'll get into that soon!

#### **Footnotes:**

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.

#### **Example:**

Let's say that you have quoted a sentence from Lloyd Eastman's history of Chinese social life. You have written this sentence:

According to Eastman, "The family was the central core of the Chinese social system."<sup>1</sup>

#### **Analysis of the example:**

Notice that there is a superscript number after the quotation. You insert the number by using your word-processor's "insert reference" (or citation) function.

The superscript number corresponds to a note placed at the end of the paper (which is called an endnote). Your word-processor will create a note number and a space at the end of your paper, where you then fill in the citation. This endnote lets the reader know where you found your information.

Note numbers are sequential: first note in your paper is numbered 1, the second note is 2 (even if you are quoting the same source as in #1), etc.

AGAIN, even if you are repeating a reference to the same source, your numbers must continue in sequence (1, 2, 3, 4, 5). You must use "Arabic" numbers (1, 2, 3...), not Roman numerals (i, ii, iii...)!

## **Question : 05**

### **Define and differentiate Academic and Technical writing?**

#### **Ans:**

#### **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.

#### **Differences 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.

Thank You!