

# **IQRA NATIONAL UNIVERSITY**



## **Technical Report Writing** **Mid Term Assignment Summer 2020**

**Name:** Latif ur Rehman

**ID:** 13011

**Submitted to:** Mam Rizwana Iqbal

**Q1: Describe the key objectives which technical writer needs to produce precise, compelling and succinct technical communication reporting.**

**Ans:     Technical Writer:**

Technical Writer is the one who writes down complex information which is technical in nature, technical writer makes technical documents of an organization, that can also includes manuals, Organizational records, instructions, letters from one organization to the other.

**Example:**

A report from Khan's building construction to ABC building construction for a contract or mutual work project, the report or letter will be technical report. It will be on professional level.

**Technical Writing:**

It is that written report, which is professional and the purpose is to convey it to the readers to gain his knowledge about it.

**Key Objectives:**

The following are some of the objectives important for technical writing.

- Clarity
- Provide specific details
- Understandable words.
- Use of Abbreviations and Jargons.
- Accuracy
- Conciseness.

**Clarity:**

The main purpose of the report is to give a clear vision about your information to the reader, but if you write it wrong or unclear, then how will it be conveyed to the reader. Your report must be clear, it should be written well or printed well, it should be not congested or page full of words. Use appropriate numbers of words.

**Example:**

A report with 300 words on each page with correct size and font will make a good impact on readers.

### **Provide specific details:**

Provide all details that are to the point and relatable, do not add extra points, make it to the point, so the reader has less words to read and more to understand. Do not drag other things into a single report which is not meant to add other events happening as well. Make it less and specific.

#### **Example:**

If report of current pandemic include things before the pandemic it will be exaggerated and non relevant things will be added, where reader will get confuse, while he should read about pandemic or before pandemic information.

### **Understandable Words:**

Keep in mind what language the reader can easily understand, try to write in that specific language to them, then If it is English, both parties communicates in, so use words that are more common and both can easily read and understand, do not go for words that is hard on mind to recognize, use of easy and small words makes the report less complicate.

#### **Example:**

If you sign a contract with a business venture, you will write to them easy words, because they are business persons not English scholars.

### **Use of Abbreviations and jargons:**

It is a technical report and it is very professional, using short forms of words, abbreviations or jargons will create misunderstanding between both parties, and each abbreviations has many meanings, now it also be a big hurdle to know what actually the writer wants to tell us about.

#### **Example:**

PDA Peshawar development Authority

### **Accuracy:**

Accuracy is more important to maintain the order of the report, it is main objective in technical report writing because if the report would be accurate it would make sense and less time to understand the situation of the writer. It also require proofreading of the text.

#### **Example:**

A report about finance having only finance details and not other information.

### **Conciseness:**

It helps the clarity, because it is to the point, it saves much of reader and writer both time and now in technological world, it is more demanded, whatever is written should be concise so the objectives can be achieved.

#### **Example:**

Without writing a long paragraphs one should talk about main point and end it there.

### **Q2: How technical report writing distinguish it from other types of writing?**

#### **Ans: Technical Report Writing:**

It is technical by nature, it has no chance of making mistakes or hurdles, because it goes on professional level to high authorities and Organizational departments.

#### **Example:**

Technical Report are mostly read by, Owners of Companies, shareholders, Head of authorities, higher commission.

#### **Other types of writing:**

It is written with less attention, it includes overviews of everyone, it includes researches and all the basic and detailed information, it do not have specific order but can be written upside down.

#### **Example:**

It is read by scholars, local persons, students, professors.

### **Difference between technical report writing and other types of writing:**

#### **Technical Report Writing:**

- It is specific mostly used in technological and science documents.
- No abbreviations or jargons are used.
- Clear and concise words are used
- Appropriate language is used.
- Writing style is different from other writing.

#### **Example:**

A report from Iqra national University to Cecos university for an exchange program.

### **Other types of writing:**

- It is based on overviews and research by scholars.
- Abbreviations and jargons can be used.
- It can be exaggerated and prolonged.
- Language with research based material is used.
- Writing style is different from technical writing it has detailed explanation and at the end self view is given.

### **Example:**

It can a journal or written piece of paper, or research read by anyone.

**Q3: Is it clear that technical text is not supposed to include most of the literary devices then what technical devices are included in technical writing? Discuss any three.**

### **Ans: Technical Devices and Literary devices:**

In writing a report technical devices are all the technological things that has been using since quite awhile much then literary devices. Literary devices are the words and related to writing skills, while technical devices are related to the printing and computer work.

### **Example:**

Technical Devices: page, font, size.

Literary devices: writing material, symbols, tone.

### **Technical Devices:**

- Size
- Colours
- Fonts
- Layout
- Highlights
- Formats
- Styles

**Size:**

Size of words in a print out has a complete look for the whole report, if the size of words gets bigger, it will take more space and will look not appropriate or professional.

**Example:**

On a normal size page, the perfect size is 12 to 14. If it increases then it will take more space and will look not good.

**Styles:**

The style of words also matters alot, you can not send a report to an owner of a company with bold coloured or highlighted words or free styles like designers. It needs an order and understanding of what and how to send different reports to different people.

**Example:**

Candara, Constantia, Batang, Calabria.