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

Answer:

Abstract: The word abstract comes from the Latin abstractum, which means a condensed form of a longer piece of writing.

An abstract is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose.

Why do we write abstracts?

Abstracts are important parts of reports and research papers and sometimes academic assignments. The abstract is often the last item that you write, but the first thing people read when they want to have a quick overview of the whole paper. We suggest you leave writing the abstract to the end, because you will have a clearer picture of all your findings and conclusions.

How do I write an abstract?

1. First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.
2. Next read these sentences again to ensure that they cover the major points in your paper.
3. Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.
4. Check the word length and further reduce your words if necessary, by cutting out unnecessary words or rewriting some of the sentences into a single, more succinct sentence.
5. Edit for flow and expression.

What makes a good abstract?

1. A good Abstract
2. Uses one well-developed paragraph that is coherent and concise, and is able to stand alone as a unit of information
3. Covers all the essential academic elements of the full-length paper, namely the background, purpose, focus, methods, results and conclusions
4. Contains no information not included in the paper
5. Is written in plain English and is understandable to a wider audience, as well as to your discipline-specific audience
6. Often uses passive structures in order to report on findings, focusing on the issues rather than people
7. Uses the language of the original paper, often in a more simplified form for the more general reader
8. Usually does not include any referencing

9. In publications such as journals, it is found at the beginning of the text, while in academic assignments, it is placed on a separate preliminary page.

Types of Abstract

(1) Descriptive abstracts

(2) Informative abstracts

(1) Descriptive abstracts

- Descriptive abstracts are generally used for humanities and social science papers or psychology essays. This type of abstract is usually very short (50-100 words). Most descriptive abstracts have certain key parts in common. They are:
- background
- purpose
- particular interest/focus of paper
- overview of contents (not always included)

(2) Informative abstracts

- Informative abstracts are generally used for science, engineering or psychology reports. You must get the essence of what your report is about, usually in about 200 words. Most informative abstracts also have key parts in common. Each of these parts might consist of 1-2 sentences. The parts include:
- Background
- Aim or purpose of research
- Method used
- Findings/results
- Conclusion

How is an abstract different to an introduction?

Students are sometimes confused about the difference between an abstract and an introduction. In fact, they are different pieces of writing with different aims and key parts. The following slides will briefly describe these differences in the case of a research paper.

The essence of the whole paper:

- Covers the following academic elements:
- Background

- Purpose and focus
- Methods
- Results (also called 'findings')
- Conclusions
- Recommendations (implications', not always relevant)
- Summarizes briefly the whole paper including the conclusions

Introduces the paper:

- Covers the following academic elements
- Background
- Purpose
- Proposition (also called 'point of view' or 'thesis' statement)
- Outline of key issues
- Scope (not always relevant)
- Introduces the paper and foregrounds issues for discussion.

Q (2) Explain 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 yours 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.

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".

The above definition of library has undergone a significant change with the changing times, civilization and culture. The modern definition of a library is a place, where documents containing knowledge and information are stored technically and scientifically processed, properly preserved and made easily available to the users when warranted without loss of time. The library is also sometimes referred to as the "memory of human race".

Library is a fountainhead of information and knowledge. It can be compared to a giant brain that remembers all that the scientists, the historians, the poets, the philosophers, and other great intellectual have thought and learned. In short library is a place where the experience and expertise of the past can meet the needs of the present. Hence a Library can be defined as a collection of graphic acoustic and holistic material such as books, periodicals, newspapers, manuscripts, maps, charts, filmstrips, microfilms, photographs, records, or any recorded piece of information systematically arranged and designed for use.

Types of Library:

- 1. Public Libraries,**
- 2. Academic Libraries**
- 3. Special Libraries**
- 4. National Libraries**
- 5. Contact Libraries**

Public Libraries: The provision and purpose of the public Library is to provide for every person the education obtainable through reading UNESCO manifesto which defines Public Library as (a) Which is established under the clear mandate of law (b) Which is "maintained wholly from public fund" (c) Which levies no "direct charge" on its users for any of its services and (d) Which is open "for free and equal use by all members of the Community" regardless of race, color, sex etc.

Academic Libraries: Libraries that are attached to educational or academic institutions are called as Academic libraries, these include the libraries of school, college and Universities and similar institutes, which cater to the needs of different levels of academic community. Library is the most important intellectual resource of the academic community and helps the members of the institution individually as well as collectively for self-development, fulfillment of curriculum requirements and promotes study and research.

Special Libraries: Special libraries began to emerge and develop in response to the increased tempo of industrial, scientific and technological advances. The term special library means a library, which is concerned almost exclusively with the literature of a particular subject or a group of subjects. It exists to serve the personnel of the parent body. So much importance in its information function that it is called as 'Information Bureau'. It serves specialist clientele, located within single organization or group and is responsible for the collection, organization, storage, retrieval and dissemination of information directly concerned and ancillary to, the work of the specialized institution with which it is attached. Thus, there are three basic elements in a special library that is special readers, special collections and special location.

National Libraries: National Libraries are distinct from other type of libraries. They are financed and maintained by the government of that country and exists to serve the whole nation. They are normally very large having millions of books. Their main purpose is to collect or acquire and conserve copies of all significant publications published in the country and function as a "deposit library, either by Law or under other arrangement.

Contact Libraries: Contact Libraries have come into existence to remove misunderstandings among the nations and to promote cultural contacts or understanding between people of different nations through the use of books.

Rules of library:

- Any materials leaving the library must be properly borrowed
- Books in the Reference Section, Serials or Reserved Units may not be removed from the library.
- It is an offence to keep materials (books) beyond the date specified for return.
- Penalties (fine) will be charged for over-due books.
- Returned books must be delivered at the Loans' Desk
- All consulted books must be left on the Reading Tables.
- No Readers may enter any part of the library marked 'Private or Work-room' unless by permission.
- Any person who is suspected to be security risk may be ordered out of the library.
- Indecent dressing will not be allowed into the library.
- The use of naked light is not allowed in the library
- Marking or underlining of library books is not allowed
- Briefcases, luggage, umbrella, camera etc are not allowed into the library
- Smoking, eating etc is not allowed in the library
- Pets must not be brought into the library
- Silence must be maintained in and around the library
- Only registered users are allowed to use the library resources
- Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
- The use of cell phone is prohibited in the library
- Reservation of seat in the library is prohibited
- Book mutilation, pilfering, theft are all prohibited



