

IQRA NATIONAL UNIVERSITY



Technical Report Writing

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(Question 1) How to write a resume for a job? Explain it with examples.

Answer: Resume:

Resume is a document format which mainly purpose is to show the information about a single person. The information include personal data, educational data, skills, experiences and a little about yourself.

Example:

A single printed page having all your previous history and personal data as a conclusion, which is used in organisation for getting a new job, on basis of your resume the company judges you.

Purpose of resume:

The only purpose of resume is to introduce yourself to someone who don't know you. It's important to make a good resume while opting for a job because as the company when call out for interviews a large number of candidates apply for it, to which the company can not call each person for personal interview, so the selection is made on resume basis.

How to make resume:

Resume is an important document while in getting a job, it must be decent structure wise, it must carry all the information and not exaggerated so long. As to keep it short its a conclusion about yourself so keep it simple and short.

Resume Formats:

- Leave single space while writing.
- Use of right fonts and keep it 11 to 12.
- Do not use writing colours, keep it black or white or whatever looks decent.
- Divide your resume to sections for better understanding.
- Describe your words in bullet points.

Basic information in Resume:

- Name
- Contact information/Email
- Your profile, a little about yourself.
- Work experiences
- Educational details.
- Skills and talents.
- Achievement.

Other information on resume:

Above all basic information you can also add other details targeting the job you are applying for, and it will have a great impact.

- Certificates.
- Interests.
- Volunteer work
- Projects
- Freelance work experience
- Languages
- Honours

Important points:

- It is a marketing document, make it more impressive.
- Make a summary of your whole educational details skills talents and work.
- It should be simple and concise.
- Make it aesthetic and pleasing.
- Respect your reader and do proofreading.

Example:

Latif Ur Rehman

Engineer

03362345907

Alidcb@gmail.com

Objective:

Hardworking, energetic, passionate about my tasks and goal oriented. Have energy to work under pressure and can go for new tasks to achieve.

Experience:

- Work at Cafe de wheels as marketing manager.
- Work as organiser at Sports society in University.
- Work as staff member at Namlas.
- Work as internee in K electric.

- Work at Wapda house.

Education:

- School at government high school Peshawar, matric A grade.
- College at Edwards college , FSC pre engineering A grade.
- University at Iqra National university, Electrical engineering 3.78 gpa.

Skills:

- Volunteer work at different events.
- Freelancing.
- Event organizer.
- Public speaking
- Punctual
- Working on new ideas.

(Question 2) How to write a research paper?

Answer: Research paper:

The aim of the research paper is the exploration and identification of scientific, social, technical and physiological issues. It is a daunting task assigned mostly in universities which requires appropriate data, good focus, organisation and process simple.

Example:

Research paper is a task assigned at higher level of study, which requires most focus, attention and organisational structure.

Basic needs in research paper:

- Choose a good topic: choose your topic wisely. Think about topic where you can go for more details and you can get more information about it.
- Get enough material: you will need catalogs, atlases, encyclopaedia and dictionaries, newspapers and magazines.
- Write the essay: write the entire information you have collected from all sources and places.

Process:

- Get familiar with research paper or task.
- Pick a topic wisely.
- Research about it.
- Organise research.
- Form a Thesis.
- Create an outline
- Write it down.
- Edit content.
- Edit grammar
- Re-read the paper and submit it.

Example:

Introduction: This includes hooks, thesis and transition.

Body paragraph: This includes all main points, introduction details and examples, explanations and proofs, scientific research etc.

Conclusion paragraph: This include all summary from above research, concise note of all what we wrote above, and the end essay.

(Question 3) How many steps are included in technical writing process?

Answer: Technical Report Writing:

Technical report is a document which describes the progress, process, or results of scientific or technical research. It also can include some recommendations and conclusions.

Example:

It is used in organisations companies and other professional work, it includes data based on facts and proofs.

Elements:

Technical report consists of the following elements.

- Title page
- Introduction
- Summary
- Experimental details
- Results and discussions
- Body
- Conclusion

Steps of Technical report writing:

There are 10 steps of Technical Report Writing:

Decide on terms of reference:

One need to decide on terms of reference for report, read your instructions and information you have given about the report, and think of purpose of report.

It includes:

- What the report is about?
- What exactly report needs?
- Why is it needed?
- When do I need to do it?
- Who is it aimed at?

Decide on the procedure:

- What information do we need?
- Do we need any background reading?
- What documents do we need?
- Do we need to contact the library for assistance?
- Do we need to interview people?
- Do we have to record data?
- How will we go about this?

Find the information:

Find all the relevant information needed in the report, collect it from different places people and sources.

Decide on structure:

It includes:

- Title page
- Introduction
- Data
- Terms of reference
- Body
- Information
- Reference
- Recommendations
- Conclusion

Draft first part of your report:

The report should be able to draft the terms of reference, procedure and findings, and start to work out what will go in the report appendix.

Analyse your findings and draw conclusion:

In this conclusion now where you analyse your findings and interpret what you have found. To do this, read through your findings and ask yourself:

- What have we found?
- What is significant about our findings?
- What do our findings suggest?

Make recommendations:

- Re-read you findings and conclusions.
- Think about the action of those who ask for the report.
- Check that your recommendation are practical.
- Ensure that all details are added.
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Draft the executive summary and table of contents:

An executive summary is usually about 100 words long. It tells the readers what the report is about, and summarise the recommendations. And we have added all the contents used above.

Compile a reference test:

Compile all the sources references and tests you have collected.

Revise your draft and report:

Check over all the report, reread it and check grammatical errors also check the content again and make corrections.

(Question 4) How do you write an instruction manual? Explain it with examples.

Answer: Instruction manual:

Instruction manuals are not for entertainment purpose or to get pleasure of something. Customers read them so they do not read it for pleasure or time pass. They read them to get good advice on how to navigate your product or to overcome an issue when they encounter one.

Example:

Its a document type printed form where the customers are guided on different issues faced by them, it have all the guidelines.

How to write an instruction manual:

Following steps explains the instruction manual:

Objective of your instruction manual:

While writing an instruction manual one need to have a clear idea in mind about what objectives do I need to write on. Like, what's the purpose of making instruction manual? And what should we include in our instruction manual.

Think about what you want to include:

Having an idea about good content to include in your manual is most important thing to do, to make the manual more interesting and prominent.

Keep your readers in mind:

Think about your readers, know which calibre they are of, write of that standard and make it to a level where readers take interest in it.

Get organized:

Organise your content and make it to the best point, do not over exaggerate, do not use so many words that it look rough use proper wordings with less sentences.

Add structure of table of contents:

Add a structure of table of contents where the topics to be discussed are mentioned, so it will be easy for readers to go for it and find it easily.

(Question 5) What is difference between memo and memorandum?

Answer: Memo and memorandum:

Memorandum is known as memo. Memorandum means a note to assist the memory. Memos are the written internal communication means for exchanging information relating to day to day functions with the organisation.

Example:

Memorandum or memos are internal short note or letter in which information exchanged among superiors and subordinates of employees in the organizational structure.

Differences:

Memo and memorandum are same and it works same, memo is a small form of memorandum.

- It is time saving.
- Less formality.
- Maintain good relationship
- Low cost
- References
- Source of information

Memorandum is popularly known as memo. ... Memos are the written internal communication means for exchanging information relating to day-to-day functions within the organizations. According to Lesikar and Pettit, "Memorandum is a form of letters written inside the business".