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Q1: What are the Objectives for Report writing, explain in detail?

Ans: Objectives of Report writing

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 writing.
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 writing.
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.

Q2: Write down the format for Research Proposal?

Ans: format for Research Proposal:

It starts with the description, which is basically a one or two page summary, or overview, written in such a way that someone not familiar with the subject matter can still understand it. They need to be able to understand the methods about which you are writing as well as the goals of your research. Your research proposal is not the place for jargon. The layman is generally not going to understand what any of those things mean, so you need to keep your writing as clean as possible. You will have to repeat some of the description's information later in your proposal yourself, but that is expected and rest assured that you will not be faulted for it.

A Format for Research Proposals

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: Elaborate the process of Technical Report Writing?

Ans: The Technical Writing Process:

Five steps for Technical Writing Process are Plan, Structure, Write, Review and Publish

The Writing Process:

->Pre Writing, ->Writing, ->Re Writing

1)Pre Writing:

- >Examine your purpose
- >Determine your goals
- >Consider your audience
- >Gather your data
- >Determine how the content will be provided

Examine your purpose:

Why are you communicating ?

1)External Motivation

If someone asks you to write

2)Internal Motivation

If you write on your own

Determine your goals:

What is your reason for communicating?

*Persuade an audience

*Instruct an audience

*Inform an audience of facts, concerns, or questions

*Build trust by managing work relationships.

Consider your audience:

What type of audience are you addressing in your communication?

- Management
- Sub ordinates
- Co workers
- Customer
- Multi cultural group of individuals

Gather your data:

Decide what you have to say

- Brainstorming/Listing
- Mind Mapping
- Answering the reporters questions

- Researching
- Outlining
- Organizational Charts

2) Writing:

Organization:

- Organize the draft according to some logical sequence that your readers can follow easily.

Formatting:

- Format the content to allow for ease of access.

3) Re Writing:

->Revising

->Editing

->Proof reading

Revising:

Review higher-order concerns:

- Clear communication of ideas
- Organization of paper
- Paragraph structure
- Strong introduction and conclusion

Q4 What are Footnotes and Endnotes, explain in detail?

Ans:

Footnotes:

Cite references or adding comments on a specific part of the paper or a sentence. They are usually placed at the bottom of the page. Footnotes are interesting comments as well as referring to other relevant and useful sources. They point out where the material is coming from, and where to look for extra sources on that topic.

Endnotes:

An Endnote is a reference, comment, or explanation usually located at the end of the article, research paper and chapter.

Endnotes main purpose is to direct users to the original source of a quotation, paraphrase, or summary. They provide extra information and explanatory comments to the main text.

Users of academic and scholarly publications prefer footnotes to endnotes

Advantages of using footnotes:

Easy to locate. readers can find footnotes at the end of the page.

Guides readers directly and instantly to the citation or the idea related to the specific part of information.

Footnotes are included automatically when printing specific pages.

Does not take time to find the note at the back of the paper to link the footnote to the subject of the text.

Readers can quickly look down the end of the page to find the extra information or identify a source.

Disadvantages of using footnotes:

Using too many footnotes in one page may clutter the page and make it difficult to read.

Adding a lot of information in one footnote may dominate the page and distract readers from the main subject.

If there are multiple columns, charts, or tables, short footnotes will be lost and need to be moved to another place.

Advantages of using Endnotes:

Endnotes are not distracting as footnotes because endnotes are usually located in a separate part of the paper.

Readers can check all detailed and supplementary information in one located section of the paper.

Readers can read all the notes at once.

Endnotes do not clutter up the page.

Disadvantages of using Endnotes:

Readers must go to another part or section to get detailed information this could be distracting.

Using endnotes can be confusing sometimes if there are different chapters. readers might need to remember chapter numbers and the endnote number to be able to find the correct endnote.

Endnotes may carry a negative connotation much like the proverbial "fine print" or some hidden disclaimers in advertising.

Q5 Define and differentiate Academic and Technical writing?

Ans:

Academic Writing:

Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader's understanding.

It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.

Each subject discipline will have certain writing conventions, vocabulary and types of discourse that you will become familiar with over the course of your degree. However, there are some general characteristics of academic writing that are relevant across all disciplines.

Technical Writing:

Today technical writing encompasses all documentation of complex technical processes. It includes reports, executive summary statements, briefs. Any time technical information is conveyed in writing at work, it is, by definition, technical writing.

This can include high-tech manufacturing, engineering, biotech, energy, aerospace, finance, IT, and global supply chain.

The format is no longer bound to lengthy user manuals. Technical information must be distilled and presented unambiguously. This can come in the form of technical reports, emails, policy, briefs, and press releases.

The bottom line is if you work in a technical field you are most likely performing technical writing.

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.