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16550

Mid-Term Assignment

Instructor:

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Subject:

Technical Report

Writing

QUESTION # 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.

EXPLANATION :

- First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.
- § Next read these sentences again to ensure that they cover the major points in your paper.
- § Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.
- § 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.

§ Edit for flow and expression.

- **A good Abstract**
- § Uses one well-developed paragraph that is coherent and concise, and is able to stand alone as a unit of information
- § Covers all the essential academic elements of the full-length paper, namely the background, purpose, focus, methods, results and conclusions
- § Contains no information not included in the 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.

TYPES :

There are two main types of abstract:

(1) Descriptive abstract.

(2) Informative abstract.

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 ABSTRACT :

- 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

QUESTION : (2)

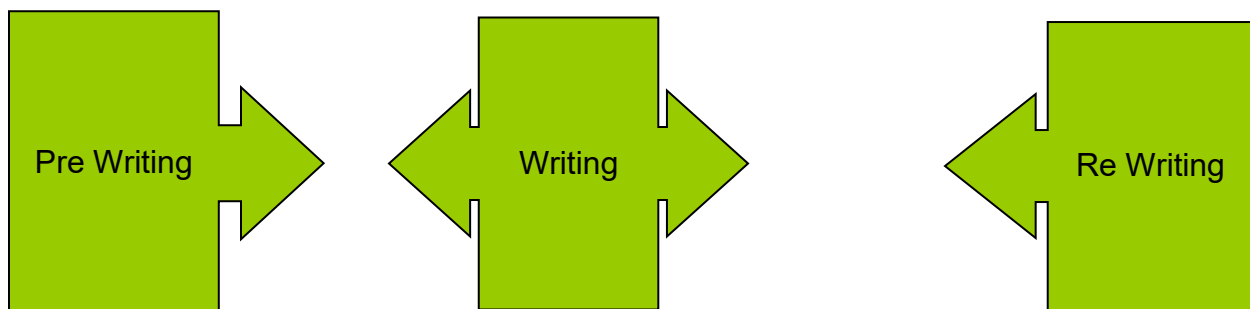
Explain the process of technical report writing?

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.

THE WRITING PROCESS :



PRE WRITING:

Prepare to Write !

- 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 ?

- External Motivation
 - If someone asks you to write
- Internal Motivation
 - If you write on you

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

WRITING :

Time to Write !

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.

RE WRITING :

Improve Your Writing

Revising

Editing

Proof reading

REVISING :

Review higher-order concerns:

- Clear communication of ideas
- Organization of paper
- Paragraph structure

- Strong introduction and conclusion.

QUESTION : (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'.

TYPES OF LIBRARIES :

Libraries may be broadly categorized into the following based on the nature of the library users, the kind of Library material and the services provided:

- i) Public Libraries,
- ii) Academic Libraries
- iii) Special Libraries
- iv) National Libraries
- v) Contact Libraries

RULES OF LIBRARY :

1. Any materials leaving the library must be properly borrowed
2. Books in the Reference Section, Serials or Reserved Units may not be removed from the library.
3. It is an offence to keep materials (books) beyond the date specified for return.

- 4. Penalties (fine) will be charged for over-due books.**
- 5. Returned books must be delivered at the Loans' Desk**
- 6. All consulted books must be left on the Reading Tables.**
- 7. No Readers may enter any part of the library marked 'Private or Work-room' unless by permission.**
- 8. Any person who is suspected to be security risk may be ordered out of the library.**
- 9. Indecent dressing will not be allowed into the library.**
- 10. The use of naked light is not allowed in the library**
- 11. Marking or underlining of library books is not allowed.**
- 12. Briefcases, luggage, umbrella, camera etc are not allowed into the library.**
- 13. Smoking, eating etc is not allowed in the library**

14. Pets must not be brought into the library
15. Silence must be maintained in and around the library
16. Only registered users are allowed to use the library resources
17. Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
18. The use of cell phone is prohibited in the library.
19. Reservation of seat in the library is prohibited.
20. Book mutilation, pilfering, theft are all prohibited.
