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Answer questions on this sheet.

1. Explain why a course in technical report writing can be advantageous for a professional career. What benefits does it provide, and how can it be applied? (5 marks)

Any career requires proper communication for ~~any~~ all types of work to be done especially in the written format. Thus the art of technical report writing is extremely essential when producing reports in terms of instructions, proposals, progress reports and so on. Taking this course is beneficial since it gives a person the ability to transfer a written report in the most efficient and accepted manner in the world. (4)

2. Identify 3 types of reports commonly written by professionals (3 marks)

- Feasibility studies reports
 - Progress reports
 - Proposals
- (3)

3. What sources of information are unsuitable for formal research purposes. Provide three examples and explain why these sources of information are unsuitable

Sources: (3 marks)

- Social media like ~~to~~ Twitter
 - Wikipedia
 - Blog
- (3)

Why they are not suitable (3 marks)

These sources are unsuitable because they are mostly based on opinions and not fact meaning no formal research was conducted, if any. Some of these sources may have authenticated information but they can be altered by user opinions which invalidates them. The information is sometimes biased trying to force a reader to do or believe something they otherwise would not. (3)

4. What is the difference between Primary and Secondary Research? (4 marks)

Primary research is ~~the~~ research done by a person by themselves for example surveys and questionnaires whereas secondary research is research that is done by other people which someone else acquires and uses for example books, journals and newspapers. (3)

5. What is the official term used to indicate when you take another person's works, ideas or statistics and pass them off as your own? (1 mark)

The word is plagiarism. (1)

6. Describe each of the following methods for incorporating secondary source information into a technical report. (3 marks each - 9 marks)

Quoting - This is the use of ~~an~~ exact wording from a source. It is used to support a writer's message. Quotes are always in quotation marks except when ~~the~~ it is greater than four lines then it is block indented.

(X) Paraphrasing - This is the art of rewriting a piece of literature in your own words in ~~an attempt~~ an attempt to personalize this piece of literature without changing the meaning that established by the original author. It is generally the same length as the original piece.

Summarizing

This is the art of condensing a piece of literature but keeping the main ideas that were put forward by the original author. It is a tough skill that requires a sharp focus when reading a piece of literature.

7. Identify THREE (3) formatting features of ONE (1) of the following styles for documenting references / sources of information: MLA, APA or IEEE. Ensure you identify the documentation style you are discussing. (3 marks)

Documentation Style is MLA

Formatting features:

- (3)
- At end of ~~the~~ a document there is a Works Cited list for all references.
 - In text citations are cited at the end of the sentence with first word and page number
 - The Works cited list is arranged alphabetically after the a, an and the.

8. Explain the term "peer-reviewed." (3 marks)

This refers to literature work being assessed by other people within that subject area. This is done before the publication of the literature. The authors are not paid, there are no full page charts, no advertising. (3)

9. What are two characteristics of a publication (article, essay) that indicate that it is an authoritative reference resource? (4 marks)

- (4)
- It has been peer-reviewed
 - It has proper ~~refer~~ referencing

10. Identify 2 examples of traditional publications, including on-line resources. (2 marks)

- (2)
- Journals
 - E-books

11. Explain the term "in-text citation." (4 marks)

This is when a reference to a source is put ^{directly} after the information referenced in the body of the writing. The entire reference is not used but just the first word in the name and page number from the original literature put in parentheses. (3)

12. Identify 5 components of a typical technical report. (5 marks)

1. Executive Summary
2. Introduction
3. Methodology
4. Findings and observations
5. Bibliography

(5)

13. Briefly describe the purpose and composition of the Executive Summary of a report. (5 marks)

The executive summary is basically a summary of the ⁽⁴⁾ entire report, it is like a mini version of the report. Its purpose is to transfer undertakings and results of report to a person quickly so that they don't have to read the entire report to know if it is relevant to their objectives. It is composed of research findings, general topics discussed, eventual outcomes gathered by achieving ~~or~~ or not achieving its goals. The topics may be separated ~~according~~ using paragraphs and other methods.

14. Which part of a technical report is usually (advisedly) written last? (6 marks)

Part: The Introduction (1 mark)

(1)

15. Why is it good practice to write this part of a report last? (5 marks)

The purpose of the introduction is to give background ~~of~~ information for example basic concepts, history or statistical data. It explains the procedure of activities to be carried out to attain the goals of the report. Bearing these purposes in mind, ~~it is~~ in writing the introduction it would be infinitely ~~more~~ beneficial to have already ^{have} carried out all of the activities of the report like finding information, making observations based on findings and answering the question of the research. If the ~~this is done~~ introduction is done first it becomes very time consuming, uncertain and it negatively affects the process of creative thinking.

(5)