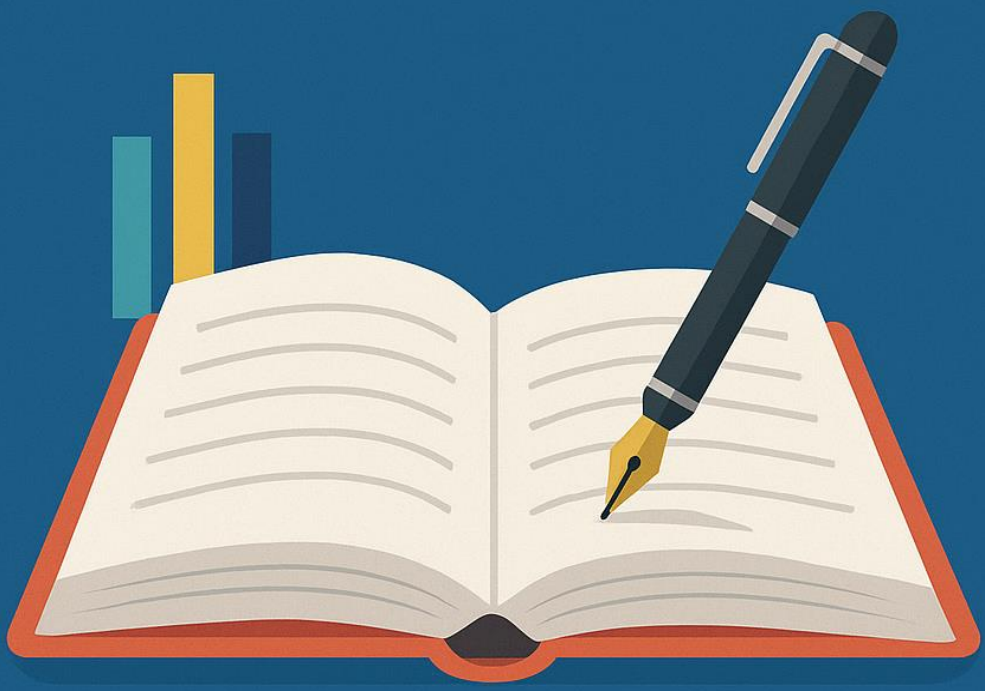
# Write Better in English

## Academic, Technical, and Research Writing Skills



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Published by Wah Academia (SMC-PVT) Ltd,
CB-458, Lane 9, Nishtar Road, Lalazar, Wah Cantt. Pakistan
Tel: (92) 309 54 992 92.
email: info@wahacademia.com https://org.wahacademia.com/

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ISBN 978 627 7901 10 3
First edition 2025

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Wah Academia Cataloguing in Publication Data A catalogue record for this book is available from the Wah Academia Archive.

Published by Wah Academia (SMC-PVT) Ltd, CB-458, Lane 9, Nishtar Road, Lalazar, Wah Cantt.
Tel: (92)301 5071112. email: info@wahacademia.com
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## About the Authors

**Muhammad Saleem** is a young scholar from Jalala, Mardan, with a good academic background. He holds an M.Phil. in Linguistics and Literature, as well as a TESOL (Teaching English to Speakers of Other Languages) certificate from Arizona State University, USA. In addition, he has earned a master's degree in teaching of English as a Foreign Language (TEFL) and holds various other diplomas in related fields.

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Currently serving as an Assistant Commissioner, he remains committed to education as a lifelong passion. This book reflects his academic wisdom and dedication to improving English writing proficiency, offering students, professionals, and exam candidates a practical and accessible guide to mastering academic, technical, and research writing.

**Why This Book?**

We believe in diversity of knowledge and wisdom. In the field of academic, research and technical writing, great authors and linguists publish books which are available in the market. This book brings ease in comprehending the basic notions of academic writing, technical writing, and research writing for communities across the globe in general and our domestic institutions in specific. This book has three significant portions, i.e., academic, technical, and research. The authors tried to help students, teachers, academicians, researchers, and writers through researched based knowledge. The topics are covered from a historical perspective, with a standard format, good examples, and the consultation of diverse knowledge.

## Foreword

The English Writing Book is a mind-mapping reference for novice graduates, teachers, researchers, and entrepreneurs in English language education and business. The authors describe how English modalities function for various topics and purposes, from academic writing, including formatting a grammatical sentence, writing coherent paragraphs, and drafting essays, to more complex technical tasks such as report writing and scripting official papers. This compelling manuscript will guide students and researchers to lay the groundwork for their research interests by taking samples from the different venues found in this book. The plain style of the authors and the demonstrations help readers digest the new knowledge quickly. The content of this monograph endeavors to bridge the gap between digital literacy and the background knowledge readers have acquired during their academic journey.

Remember, however, that reading this book should not be an alternative to writing. If you want to improve, you must write, not just read about writing. Otherwise, you will be like somebody who learned the basics of cooking but has yet to cook a meal. One of the most challenging aspects of essay writing is acceptance started. However, simply writing will not suffice; you must also be able to recognize your strengths and shortcomings and modify your writing style accordingly. You will need to work on improving your writing. Not just do more of it. It is not the number of hours you train in those matters. The quality of your practice will determine what you achieve. These notes should help you provide a self-improvement guide.

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# UNIT ONE

## *ACADEMIC WRITING*

### 1. Academic Writing

Academic writing is structured, focused, concise, clear, and backed up by evidence. Its purpose is to assist with the readers' comprehension. It is formal in tone and style, simple, and does not require the use of lengthy phrases or specialized language. Moreover, each subject discipline will have certain writing conventions, vocabulary, and speech patterns that one will become familiar with during the degree or any other diploma. Nevertheless, some general characteristics of academic writing are relevant across disciplines.

Academic writing serves the purpose of conveying information in a logical and coherent manner. It aims to present ideas and arguments in a well-organized format, making it easier for readers to understand the content. This clarity and structure allow academic writing to be effective in communicating complex concepts and research findings.

A key aspect of academic writing is the use of evidence to support claims and arguments. Whether in the form of empirical data, research findings, or references to credible sources, evidence adds credibility and validity to academic work. By grounding their writing in evidence, authors enhance the persuasiveness and reliability of their ideas.

In addition to its formal tone, academic writing adheres to specific style guidelines and citation formats. Proper referencing and citation of sources are crucial to avoid plagiarism and give credit to the original authors. Different academic disciplines may have their preferred citation styles, such as APA, MLA, or Chicago, which writers need to follow diligently.

While academic writing varies across different subjects, it maintains common traits that distinguish it from other types of writing. By understanding and applying these characteristics, writers can effectively communicate their ideas and contribute to their respective fields of study.

Academic writing is non-fiction produced as part of scholarly work. It includes reports on empirical fieldwork or research in the social sciences and natural sciences, monographs in which scholars analyze culture, new

propose theories, or develop interpretations from archives. Although the tone, style, content, and organization of scholarly writing vary across genres and modes of publication, all educational report follows a formal prose register, frequent references to other academic work, and reasonably stable rhetoric to describe it. Uses the Scope of the project, incorporates it into relevant research, and develops a new partnership.

## 2. Characteristics of Academic Writing

### 2.1. Verbosity

Excessive wordiness makes writing challenging to follow. It is also distinct; readers will notice it quickly. Look for words or phrases that can remove without changing the meaning of speech. Further, avoid using multiple words when someone does. For example, instead of "due to the fact," you can say "because". Other examples include redundancies and nominations. The check for unnecessary modifiers; these are usually intensifiers that do not add new information to a sentence. For instance, instead of "absolutely impenetrable," you could use "inconceivable."

If one is under the word count, look for areas one can expand without padding. It could be an additional comparison or example to support an argument or a more detailed explanation of findings.

### 2.2. Prejudiced Language

It is important to use neutral language. It includes gender terms, generalizations, and stereotypes.

Things to watch out for include:

- Unnecessarily gendered terms (for example, use of "mankind" instead of "humanity").
- Gender pronouns (for example, for individuals whose gender is unknown, instead of using "they" throughout your paper, use the more balanced "he or she" or the gender-neutral term "they").
- Dehumanizing language, especially language that reduces people to a single standard, such as their skin color or medical condition (for example, say "people with autism" instead of "autistics").
- In general, be careful about how to discuss age, gender, race, ability, and religion. Make sure to consider the people are writing about and, where possible, use their language to refer to themselves.

### 2.3. Failure to Proofread

Failure to proofread in academic writing can have various negative consequences, as it leads to the presence of errors and mistakes in the final document. Here are some of the key issues that may arise from not proofreading academic writing:

1. **Grammatical errors:** Poorly written sentences and incorrect grammar can make the text confusing and difficult to understand. This can negatively impact the clarity of the message being conveyed and may lead to misunderstandings.

2. **Spelling mistakes:** Misspelled words can make the writer appear careless and unprofessional. It can also hinder comprehension and create a negative impression on the readers.
3. **Punctuation errors:** Incorrect or missing punctuation can alter the intended meaning of a sentence or paragraph. It can also affect the flow of the text and disrupt the reader's understanding.
4. **Formatting issues:** Failure to check formatting can result in inconsistent headings, fonts, indentation, line spacing, and other elements. Proper formatting is essential for readability and maintaining a professional appearance.
5. **Citations and references:** Academic writing often involves citing sources and providing references. Failing to proofread may result in incorrect or incomplete citations, which can lead to accusations of plagiarism or academic misconduct.
6. **Ambiguity and logical flaws:** Without proper proofreading, the text may contain ambiguous statements or logical inconsistencies that can confuse the readers and weaken the argument being presented.
7. **Loss of credibility:** Poorly proofread academic writing reflects negatively on the author's credibility and competence. Readers may question the validity of the research or the writer's attention to detail.
8. **Lower grades or rejection:** In academic settings, errors in writing can result in lower grades for assignments, papers, or exams. In more severe cases, it could lead to the rejection of a manuscript submitted for publication in academic journals.

To avoid these issues, it's crucial for academic writers to set aside sufficient time for thorough proofreading. Some helpful tips for effective proofreading include:

- Taking a break before proofreading: Give yourself sometime between writing and proofreading to approach the text with a fresh perspective.
- Reading out loud: This can help identify awkward phrasing, run-on sentences, and other issues that might not be apparent when reading silently.
- Reviewing sentence by sentence: Focus on one sentence at a time to catch errors more effectively.
- Using spelling and grammar tools: Utilize software tools to catch basic mistakes, but do not solely rely on them, as they may miss certain errors or provide incorrect suggestions.
- Seeking feedback: Ask a peer or colleague to review your work. Fresh eyes can often catch errors that you might have missed.

By investing time and effort into thorough proofreading, academic writers can improve the quality and credibility of their work, leading to better grades, more successful publications, and a stronger academic reputation.

### 2.4. Audience

Considering the audience is something we should do before writing. If you are a student, the audience will be an instructor who will

undoubtedly have certain expectations they must meet. The audience may also be advisors, dissertation committees, and journal and conference reviewers. Considering the audience will influence the content of the writing. For example, if readers are familiar with the topic, it will provide little background information (Swales & Feak, 2012).

The audience and purpose are inextricably linked. If the audience knows less than the author, the purpose is instructional. Nevertheless, if the audience knows more than the author, as is the case with students, the goal will demonstrate knowledge and skill. So, one should be aware of the purpose of writing as it is a deciding factor.

**2.5. Organization**

The organization is a matter of priority and structure. The audience expects information to be presented in an organized format appropriate for the genre of the text, so there are different patterns that one should take advantage of, as most readers are familiar with them and are familiar with them, which helps to facilitate transportation information. Other factors such as relevance, cohesion and flow, cohesion and structure, and context and message should be considered. Additionally, there are several established patterns of information organization that all writers use depending on the nature of their paper: problems and solutions, compare, cause and effect, and classification (Swales & Feak, 2012).

**2.6. Style**

One needs to make sure that writing is based on a proper style. The style should be consistent and appropriate for both the audience and the message. Writing a research report in an informal style would be a severe mistake. In addition, one should also consider that academic styles vary from one field to another, so by analyzing articles in the chosen field of study, one can become familiar with the styles used in the field.

**2.7. Flow**

Another essential factor is flow. It means to move from one statement to another in the text. Moving from old to new information is one of the most often utilized techniques for creating flow. It can provide brief background information and then relate the hypotheses or conclusions by stating the old information. It is evident that maintaining flow and establishing a clear connection between ideas and concepts will help your audience follow the text (Swales & Feak, 2012).

**Example**

Although it is believed to connect the world, the Internet can harm some cultures. These elements can help the writer maintain the flow of information and establish transparent relationships between ideas and concepts.

**2.8. Informal**

Contractions, which should instead be written in full (for example,

"won't" and "can't" should be written as "will not" and "cannot"). An overly personal or chatty tone (for example, you should not use the first person too much in academic writing, and exclamation points are out). Of course, there are exceptions to these rules. However, generally, try to maintain a formal tone. If you are writing a book report, for example, you may need to cite informal English references.

### 3. Paragraph

A paragraph consists of many phrases that discuss the same idea. Each paragraph in your essay should do something to further the primary goal of the work. A well-written paragraph resembles a well-written essay in short form. A paragraph conveys one concept or issue and develops it with purpose, just like an essay delivers a thesis about its subject. Smooth transitions between sentences should be used in paragraphs, just as in essay paragraphs. Like how essays utilize various types of evidence to support their thesis statements, paragraphs will use evidence, such as quotations, examples, and supporting facts, to develop their themes. Each one should concentrate on a specific notion or assertion that contributes to the development of the paper's main thesis or objective. You are truly capable of doing the necessary things to make an excellent essay if you can compose an effective paragraph.

### 3.1. Paragraph Structure

- Topic sentence
- Explanatory sentence
- Supporting Line (1)
- Example (1)
- Supporting Line (2)
- Example (2)
- Concluding sentence

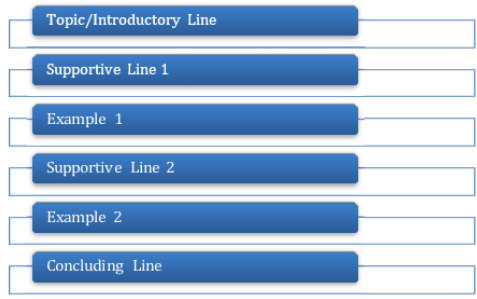
**Sample 1**

A webinar is a way to connect people around the globe. It can connect the people of the globe with one click. Unlike seminars, it can give every global member a chance to meet and share. People used to plan a visit to a seminar and get a visa for traveling. On the other hand, the people of the hosting country were also busy with the organization and management of international dignitaries.

**Sample 2**

Webinar accommodates a high number of people with easy management and resources. On the other hand, the seminar had limitations on people and participants. The organizers considered the attendees' capacity, place, and facilities in the seminar. The webinar has resolved this problem; it can simultaneously accommodate hundreds of thousands of participants. Lastly, a webinar is the least costly source of meeting and sharing.

### 3.2. Specimen of Paragraph




### 3.3. Sample of Paragraph

In political context, the agencies of politics use various ways to **propagate information within the antagonistic population** [**Topic line**]. According to previous data of EU DisinfoLab, India [since 2005] has 265 fake local media outlets in 65 countries and the main target is Pakistan [**Supportive line 1**]. For instance, in the case of Silsila, daughter of Afghans ambassador [Najibullah Alikhil], India used twitter and Facebook for uploading fake pictures and news which were reported by National Security Council of Pakistan [Example 1]. **This is the easiest way to harm the harmony of the world which makes the people directionless [Concluding line].**

## 4. Writing Stages

### 4.1. Generating Idea

The first step in writing is producing ideas and deciding what you want to write. Generating an idea is the least systematic and most creative step in writing. Before starting anything, you want to write, the first creative step is generating ideas about that. For example, if you write an article on the issue of poverty, you should generate ideas like "poverty as poison" in society. As many thoughts as you can, write them down. Explore a related idea in more depth. You can cluster related ideas together and draw a connection between them on the page.

### 4.2. Identifying Audience

Understanding your audience in writing is vital. That information will define your way of writing and the strategy of writing you execute. If only a quarter of the reader reads your article, it means your audience is few, but the right people read it. For example, if you write an article in a running magazine may be a better fit for your audience. In writing, the writer needs to make decisions about the audience. Questions like “Who is going to read my paper” help you to set your audience.

### 4.3. Identifying Purpose

All writing has a purpose. You may need to argue to prove that something is true. You may need to summarize to demonstrate another person's point of view. Writing has more than one purpose. Identifying your purpose will help you focus your writing on accomplishing that purpose. Thus, your writing will Academic Writing stay on target. Sometimes the article has keywords that help you identify your purpose. Writing often has the following purpose, to demonstrate knowledge and comprehension of topics. It would be ideal if you had a worthwhile writing goal.

### 4.4. Free Writing

Free writing can be a liberating, albeit intimidating approach, especially in creative writing. It is a technique in which the author writes their thoughts quickly and continuously without worrying about style. Free writing is typically used early in the writing process to collect and manifest one's thoughts (Ellis, 2021). In free writing, you should have the edge to write your thoughts freely and continuously without limitations. Write down anything that comes to mind, no matter how nonsensical it seems, if it is somehow related to the topic. That technique is faster and more effective. Choose a topic and start writing continuously; do not stop for a few minutes (Bryson, 2014 & McCombes, 2022).

### 4.5. Revising

Revision is the last stage in the writing process. It is a process of making changes throughout the writing draft. Revision has two different scopes.

- Local issue

#### 4.5.1. Global Revision

Global revision involved issues like cohesion and progression of a written article. If you have written paragraphs that do not flow into each other and change the topic abruptly, your article is cohesive. It is necessary to revise your article before adding to an existing one or creating a new one.

#### 4.5.2. Global Revision

Local issues involved looking for clarity in sentences ensure cohesion with your ideas. While writing, use varied sentence structures and avoid the exact words repeatedly. Repeating the same sentence structure can make your article feel mechanical. An article that includes a smooth transition is significantly easier to read.

### 4.6. Editing

It is the final stage that requires reviewing what you have written. In that technique, you should look for grammar, spelling, or punctuation

errors that slipped through the cracks in revision. Editing served multiple purposes to fix mistakes, clarify the sentence, cut down or build up text to meet a specified word count changing the writing tone. It is the preparation of a written article for publication. It is a critical part of the writing process that finally shapes a rough draft into a polish.

## 5. Précis

It is a central theme of a passage expressed in as few words as possible. Precise should have three Cs in it.

- Clear
- Concise
- Complete

### 5.1. Why Précis?

Precise writing is an excellent exercise in reading. Precise writing teaches us how to express our thoughts clearly, concisely, and effectively with as few words as possible. Precise writing is also good exercise in writing composition.

### 5.2. Six Steps while Writing Precise

### 5.3. Rules of Precise Writing

- Title
- One-third of the total
- Clarity
- Corrections
- Unbiased view
- Coherence
- Completeness
- Indirect speech
- Own wording
- Single paragraph

### 5.4. Sample of Precise Writing

During my vacation last May, I had a hard time choosing a tour. Flights to

Japan, Hong Kong and Australia are just too common. What I wanted was somewhere exciting and exotic, a place where I could be spared from the holiday tour crowds. I was so happy when John called up, suggesting a trip to Cherokee, a county in the state of Oklahoma. I agreed and went off with the preparation immediately. We took a flight to Cherokee and visited a town called Qualla Boundary surrounded by magnificent mountain scenery, the town painted paradise before us. With its Oconaluftee Indian Village reproducing tribal crafts and lifestyles of the 18th century and the outdoor historical pageant Unto These Hills playing six times weekly in the summer nights, Qualla Boundary tries to present a brief image of the Cherokee past to the tourists. Despite the language barrier, we managed to find our way to the souvenir shops with the help of the natives. The shops were filled with rubber tomahawks and colorful traditional war bonnets, made of dyed turkey feathers. Tepees, cone shaped tents made from animal skin, were also pitched near the shops. "Welcome! Want to get anything?" We looked up and saw a middle-aged man smiling at us. We were very surprised by his fluent English. He introduced himself as George and we ended up chatting till lunchtime when he invited us for lunch at a nearby coffee shop. "Sometimes, I've got to work from morning to sunset during the tour season. Anyway, this is still better off than being a woodcutter ..." Remembrance weighed heavy on George's mind and he went on to tell us that he used to cut firewood for a living but could hardly make ends meet. We learnt from him that the Cherokees do not depend solely on trade for survival. During the tour off- peak period, the tribe would have to try out other means for income. One of the successful way is the "Bingo Weekend". On the Friday afternoons of the Bingo weekends, a large bingo hall was opened, attracting huge crowds of people to the various kinds of games like the Super Jackpot and the Warrior Game Special. According to George, these forms of entertainment fetch great returns. Our final stop in Qualla Boundary was at the museum where arts, ranging from the simple hand-woven oak baskets to wood and stone carvings of wolves, ravens and other symbols of Cherokee cosmology are displayed. Back at home, I really missed the place, and I would of course look forward to the next trip to another exotic place.

**Title: A visit to Cherokee**

Last May, he was looking for a tour. But it was hard for him to choose where to. It is usual to fly to Japan, Hong Kong and Australia but he wanted a place where he could be alone and calm, so he selected Cherokee, a state of Oklahoma, and flew there in no time. He and his friend John visited a beautiful place named Qualla Boundary. That is rich in historical crafts and Indian village culture. They were accompanied by a young man George, who guided them many things. Then they went through the monuments that were just filled with history and traditions. They were back in the $19^{th}$ century. They enjoyed a lot at the game festival which was called "Bingo Weekend." On the back they visited a museum where ravens and stone carving wolves were part of display. He really enjoyed

this tour and will go on another trip to these types of places.

### 5.5. Differentiate between Summary and Precise

| Summary | Precise |
|---|---|
| • Words, sentences, style, thought, process, logic, arguments are presented in their original form and most of the words of the main text are used. | • Scattered thoughts, ideas are arranged and presented in an orderly manner to help in understanding the subject matter easily. |
| • Thought of the text is expressed in its original form. | • It uses own language and form. |
| • There is no change in order and style of presenting thoughts and ideas. | • Instead of following the order and style of the text necessary changes can be incorporated. |
| • Repetition of facts as per requirement as possible. | • Repetition is taken as a drawback. |
| • Every argument and logic of the text is included. | • Only necessary logical argument is included. |
| • There is no fixed rule for its scope or length. | • It is supposed to one-third of the original text. |

## 6. Essay Writing

The word essay is derived from the French verb essayer, meaning "to try" or "to attempt." An essay in English originally meant "experiment" or "try," and this definition is still an option. The first author to discuss his work in essays was the Frenchman Michel de Montaigne. He coined the phrase to characterize his "attempts" at putting his thoughts down on paper.

An essay is frequently a piece of writing where the authors defend their point of view. Still, the definition is broad, including a letter, a paper, an article, a pamphlet, a short story, and other leaps. The following criteria are used to categorize essays into formal and informal categories; the personal aspect (self-revelation, particular tastes and experiences, intimate approach), humor, elegant style, rambling structure, unconventionality, or freshness of topic, etc., is characteristics that set formal essays apart.

Common uses for essays include literary criticism, political manifestos, informed debate, and observations of daily life, memoirs, and author reflections. Though works of poetry are referred to as essays, all contemporary essays are produced in prose.

The topic has since been described in a variety of ways. One definition is "a protracted, organized discussion" or "a literary production with a concentrated conversational subject." It is challenging to categorize essays into a specific genre. In this case, a renowned essayist takes the lead.

English author and philosopher Aldous Huxley wrote more than fifty books, encompassing fiction and nonfiction, as well as a sizable number of essays, short stories, and poems. English author and philosopher Aldous Huxley created more than fifty books, encompassing fiction and nonfiction, as well as many essays, short stories, and poems.

Furthermore, Huxley claims that the essays belong to a literary genre whose extreme diversity can be explored most effectively within a tri-polar frame of reference.

These three poles (or the worlds in which the relationship can exist), the writers who best match this pole "write pieces of introspective autobiography and peer at the world through the keyhole of narrative and description" (personal and autobiographical writing), the essayists who write from this pole "do not speak directly about themselves, but devote their attention to some literary, scientific, or political subject, and derive general conclusions from the pertinent data." The objective, the factual, and the concrete details, and the abstract-universal: In this pole, "we find those essayists who perform their work in the domain of high abstractions," never mentioning specific details of experience and never being personal. Huxley adds that the most satisfying essays "make the best of not one, not two, but all three worlds in which the essay may exist."

### 6.1. Guidelines to Write an Essay

Writing an essay can be a rewarding experience if you follow a set of guidelines that help you structure and present your ideas effectively. Here are some general guidelines to write an essay:

1. Understand the Purpose and Audience: Clarify the purpose of your essay and identify the target audience. Whether it is to inform, persuade, or entertain, knowing your objective will shape your writing style and content.
2. Choose a Topic: Select a topic that interests you and is relevant to the assignment or the essay's purpose. Conduct research to gather sufficient information to support your ideas.
3. Create an Outline: Organize your thoughts by creating an outline before you start writing. An outline will help you structure your essay logically, making it easier for readers to follow your arguments.
4. Introduction: Begin your essay with an engaging introduction that includes a hook to grab the reader's attention, provide background information on the topic, and present your thesis statement—a clear and concise statement that conveys the main point of your essay.
5. Body Paragraphs: Each body paragraph should focus on a single main idea or argument that supports your thesis. Begin each paragraph with a topic sentence, provide evidence or examples, and explain how they support your point. Use transitional words and phrases to ensure smooth flow between paragraphs.
6. Evidence and Support: Use relevant evidence from reputable sources to back up your claims. This could include data, statistics, examples,

quotes, or expert opinions. Properly cite your sources according to the required citation style.

7. Counterarguments: Acknowledge counterarguments and address them within your essay. This shows that you have considered different perspectives and strengthens your position.
8. Conclusion: Summarize the main points of your essay in the conclusion. Restate your thesis and highlight the significance of your arguments. Avoid introducing new information in the conclusion.
9. Proofread and Edit: Review your essay for grammar, spelling, and punctuation errors. Ensure the essay flows logically and that your ideas are clear and well-organized. Consider seeking feedback from peers or teachers to improve your essay further.
10. Word Count and Formatting: Adhere to the specified word count and formatting guidelines provided for the essay. Pay attention to font, margins, line spacing, and citation style.
11. Avoid Plagiarism: Always give credit to the original sources when using external information. Properly cite all borrowed material to avoid plagiarism.
12. Revise and Rewrite: Writing an excellent essay often requires multiple drafts. Be willing to revise and rewrite parts of your essay to strengthen your arguments and enhance clarity.

By following these guidelines, you can produce a well-structured and coherent essay that effectively communicates your ideas to your readers. Remember to be concise, organized, and focused throughout the writing process.

### 6.2. Essential Points

Essay writing is the center of education. Whatever you study, you will be asked at some point to write an essay—links to what you have learned. In humanities subjects, literature, history, philosophy, etc. Students are assessed on their subjects. You will never succeed in these areas if you cannot write good essays, especially under exam circumstances. Some students fail to achieve their goals. Just because they don't understand the basic principles of essay writing, they can be Persuasive in argument and knows the topic well, but when it comes to writing an essay.

Detachment is not enough to talk about what you know (although that can be an essential part of the learning process); you must be able to construct an argument that is both concise and persuasive using appropriate research. The best method to demonstrate your comprehension is to do this. A thesis is also to be written for many students, even those studying practice- based subjects, such as fine art or photography. So, do science and social sciences students. It cannot be enjoyable if you are not used to writing.

The act of putting together a coherent essay, short or long, is not a puzzle, nor is it particularly complex. You make a good case for your conclusion and structure your entire essay around it if you have any aim.

But it is not necessary. The same principles of good essay writing are applied to long pieces of work, and these principles can be learned.

Some people have a natural talent for writing. They can write well without much effort or think in action. But most of us must devote time and energy to this activity. Everyone can make significant improvements. Having writing skills transferable, so development here can impact your entire academic career. Clear writing skills and developing and supporting an argument are fundamental to all nonfiction. Writing will be relevant to your professional life after college. If you turn to creative writing, many rules apply there too. But beyond that, writing can be a joy, especially when you are in the flow of it when it suddenly seems easy, and all the ideas fit together alone.

### 6.3. Think to Write

Writing is not simply a matter of articulating pre-existing ideas. It is the process by which ideas are developed and refined. Writing is not just a means of communication. It is a process that forces us to think, think, analyze, and reason if we go beyond simple formulas. The purpose of a writing assignment worth its salt is not simply to explain or persuade them to summarize it is to get students to make sense of complex material and develop their distinctive thinking.

Academic writing is not simply a way of conveying information or demonstrating understanding but a more nuanced and sophisticated way of organizing, analyzing, applying, and synthesizing information. That is why assigning writing, regardless of your discipline, is essential. Writing can enhance your student's ability to think and analyze, examine data and evidence, formulate a hypothesis, make predictions, and generalize.

It is during the writing process that my thoughts and my argument emerge. Writing is complicated and challenging because crafting sentences and paragraphs is complex, and effectively structuring a piece of writing is a constant struggle, but developing an argument is challenging. Writing is both a process and a platform: it is where you and I wrestle with other people's ideas, develop, iterate, and develop a particular point of view. The key to writing, I have found, lies in the process: a process that requires us to think systematically:

- Entering a conversation, dispute, or debate.
- Assessing and analyzing existing approaches.
- Rethinking the conflict and gradually developing a new interpretation or thesis in the process.
- To refine and revise this argument.
- To find out how to make arguments interesting, engaging, and provocative, with an engaging lead and a compelling conclusion.

What you must do each time is take the time to follow the process; first, you find a topic, research finding, a news article, or a book that makes a curiosity. Then read a lot about the subject. Your goal is to uncover the broader conversation or controversy surrounding this issue.

Then you gradually find your approach.

Writing requires you to fully immerse yourself in the process of thinking and rethinking. It makes the writing process mechanical and formulaic. But, of course, the writing process is anything but easy or unnecessary. It is recursive. At each stage of the process, from research to revision must question that argument, edit, modify, complicate, and refine that thesis, and consider the counterarguments. And whatever you are writing must constantly rearrange and rewrite.

### 6.4. Good Habits for Writing

Use various writing strategies and avoid the tendency to see writing as a linear process. Suppose you recognize that the writing process is iterative, meaning you will return to different parts of the process over and over. In that case, you are more likely to keep moving toward your ultimate writing goal and your writing. It also shows your full potential as a writer.

When you go back to a piece of a document that has already been written to add new information, work with others, or leave it for a while, then return to it, you engage in iterative writing. Most successful authors will admit to using iterative writing techniques in some capacity. A late-night you were cramming session the day before a deadline does not make for good writing. Writing well takes time. Effective writing necessitates numerous revisions as well as taking a break from writing to allow for contemplation and distance. However, everyone sometimes finds themselves pressed for time.

Skills build good habits. Habits are patterns of behavior that you do not have to think about. Usually, you have practiced them many times before. Once you have joined a good thing. Habit, life becomes more accessible. But reaching this stage usually requires self-discipline, not certain rewards for doing something terrible. Repeating bad habits over and over again makes it hard to break habits.

But even a few minutes a day can do the right kind of exercise to change your ability. The secret to effective practice is practicing the right things treat them well: You will only be rewarded in proportion to the hours you put into reinforcing bad habits; however, high-quality practice always leads to improvement. If you are trying to sew a suit, and you have only seen someone else sew, you can only sew a good suit once you sew and practice it yourself. It is essential to have practice in writing. The more practice, the better a piece can be written.

Essay writing is no different learning to write well involves developing well, Habits until you no longer have to think about them. You must have innate abilities and a willingness to work on basic and advanced skills. The best writers have natural advantages, but if you can read and understand these notes, you can improve your writing to a decent level for university studies.

As I stated, more than following a straight path through the writing process is required to produce your finest work. This work includes

revision procedures in addition to content production techniques. Examine a few different revision strategies to see which ones are most effective for you. Recognize the distinction between revising and proofreading and ensure sufficient time for each. The act of revision involves taking a fresh look at something. It means considering higher-level concerns in your essay, for example, overall organization or how well you are addressing the audience or purpose of the essay. To ensure your final manuscript is free of errors, proofread it at the end.

Good writing involves risk. If you play it too safe, your essay will have nothing original or imaginative. Often, inexperienced writers begin writing from the position of simply considering what they think their readers expect to read about a topic. The world would be dull if we just read or experienced what we anticipated. Start by exploring your ideas and what interests you in the topic. Open yourself to all possibilities. Of course, you can still remember the parameters of your assignment or audience or the purpose of your writing. However, let yourself be creative, and then think about how you can improve your ideas for the audience and purpose of your writing assignment. Good writing requires patience. Like all good things, it takes time to make something good.

And even accomplished authors are aware that writing involves a lot of learning. You are doing yourself and your readers a disservice if you begin writing with the assumption that you are an authority on the issue; instead, you should educate your readers. Even subject matter specialists are always learning new things and advancing their professions.

Finally, only some facets of writing revolve around the writer's creative process or inner thoughts. External or environmental elements make up some of the components. Think about the optimum time of day for you to write. Be available to write daily or as frequently as possible. Additionally, only attempt to work on one subject or issue at a time. Ensure you have everything you require before beginning, including the necessary tools for comfort and productivity, such as pens, pencils, notes, textbooks, laptops, and food. Every task must have a time limit and be completed on its own.

### 6.5. Steps to Consider

Becoming a good writer is a lifelong process. Do not expect to master this skill in a few weeks. However, here are some tips to improve your writing:

- An essential thing to become a better writer is to read. You would be hard-pressed to find a great writer who is not also a voracious reader.
- Reading the work of other writers can help you discover new ways of writing and expose you to various sources that will improve and inspire your writing.
- As a beginning writer, staring at a blank page and dealing with writer's block can be incredibly daunting and intimidating.
- One of the essential parts of developing writing skills is simply

committing to a daily writing routine. Create a writing routine and set aside part of your day as writing time. You do not need much time; block out a set amount of time and limit distractions.

- New writers sometimes find that prompts (at once or without delay) and exercises are incredibly helpful in giving them a place to practice writing and develop their writing style. Prompts can give you the structure to explore the first sentence of an essay or a premise for a thriller that exercises different creative muscles.
- Free writing is helpful, but some people find structured prompts and exercises especially helpful early in their writing career.
- No matter what type of writing you focus on, you should keep a journal (a daily record of news and events of a personal nature; a diary.) to record observations from your real life that can help you generate essay or story ideas. Your daily life and experiences can give you valuable information as you think of new pieces to write.
- Starting a writing group is an excellent way to network with fellow writers and crowd-source advice on the writing process.
- Even if you have found a type of writing that works for you, sitting down and working on a text outside your primary medium can be beneficial.
- Try exploring nonfiction essays or articles if your best writing is general fiction. If you are primarily an essayist, try writing the first chapter of a novel and playing with character development. Broadening your skill set will help improve your writing in general.
- One of the keys to good writing is research. Before you start working on a piece of creative writing, do your homework and make sure you thoroughly research any outside information that will help you.
- A writing class is an excellent resource for beginning writers to get writing tips and feedback from established writers.
- It is essential to have a way worked out to begin your writing; otherwise, washing the dishes becomes the most important thing on earth – anything that will divert you from writing. Finally, one must shut up, sit down, and write. (Natalie Goldberg, 1998, p. 43)

### 6.6. Avoid Unfinished Work

A good reason to start writing as soon as possible is that if you have an unfinished one, the task hanging over you can have an unpleasant effect on most aspects of your life. Poor time management is a significant source of stress and anxiety. Students who escape an essay crisis with someone else usually feel guilty, sleep badly (because they stay up too late trying to meet deadlines), and have a nagging feeling that they need to get to work. Lack of sleep can affect everything you do, from studying to social life. Unfortunately, good intentions are not enough here: You must put forth the effort to escape the spiral. Remember that writing a few words on

paper can be enough to destroy its downward momentum.

### 6.7. Do Something Rather than Nothing

A good strategy for completing an enormous task, such as writing an extended essay or dissertation, is to break it down into smaller, manageable tasks. Plan and write a specific paragraph or section instead of taking on the whole plan at once. Each of these small parts should be easy to complete. Be moderate in the beginning. Once you start writing something, you will find it. You want to continue to the next paragraph and the next. If you find writing a problematic first paragraph, pick a part of the way through the essay you know you can write and write it down instead. Alternatively, write the concluding sentence of the entire essay and rework it. The important thing is to start. If you need help bringing yourself to write complete sentences, write down some topics.

### 6.8. Stop Researching and Write Something

An important skill is stopping the research process and starting writing. Many students go deeper and deeper into their topic before they start drafting an essay. They feel the need. They do everything they can before committing themselves to a structure. It is usually an error; before you can plan the details of your answer, you will need a good idea of the main topics you want to discuss. But this is insufficient justification for postponing the planning and even the first draft until you have little time to complete your task. It is often only when you start planning your essay to discover what you need to know to answer the question well. It can then take you back to your books and notes with a refreshing excitement and specific information to find.

### 6.9. Adjust your Approach

Writing is a skill closely related to the kind of person you are. You must find what works best for you; don't just try to adopt a way of working that suit someone else. Of course, you can learn from other people's experiences and writing, but you will need to adapt what you learn to the kind of writer you can become. When a teacher writes an essay question, they do not have in mind a perfect essay that everyone should try very hard to write. There are usually many excellent ways to answer the same question. As an essay writer, you must develop a writing style and an approach to writing that allows you to achieve within the limits of the course you are studying. Finally, this way of writing will come very naturally to you. At first, however, you may need to concentrate on style, like when you first learned to ride a bike. Do not be put off by this. Rapid improvement in essay writing is possible. You should avoid giving up old bad habits just because they are easy.

### 6.10. Less than perfect can be Good Enough

The common problem is that students set their standards so high that they always are disappointed with what they produce. If you are a

perfectionist, you will never run out of anything because you will always be able to find flaws in every sentence you write, and you will feel the need to go back and improve it before moving on to the following sentence. If you start writing believing that what you write in your first draft will be more or less perfect, and then you are it will hardly go very far with the draft. This kind of perfectionism is counterproductive.

It is necessary to recognize that an essay, particularly in the draft stage, should only be above and good enough. Seeking perfection in the early stages of any writing is counterproductive; it can completely block the flow. Do not get too critical too soon. Once you have handled the first draft on paper, it's time to eliminate all minor flaws possible. At that point, you should work to produce the best possible essay within your time and energy constraints; however, at an earlier stage, your goal should be to get a reasonably coherent draft written through its conclusion.

### 6.11. Worst Mistake

The worst mistake in essay writing is not answering the question asked. To stop and read that last sentence again. It is a pretty obvious point, but if you do not get it, it is unlikely to succeed academically. If there is even the slightest chance of forgetting this fundamental principle, write it on a large piece of paper. Then pin it to your bulletin board or in front of wherever you are working. Most students who do not answer the question do not know that they have not answered it. A strict index can completely fail your essay, no matter how good it is on its own if it does not directly answer the specific question posed. Discussing a topic related to one of the questions is not enough. You must answer the question set it. You should give a direct answer if you are trying to answer a direct question. For example, if asked: Why is your job so difficult and if the question is indirect, why was this job made so tricky even though it was easy? Then you will give the answer, which is direct, and the answer, which is indirect, the same. It can help you write your paragraphs.

### 6.12. Use the Internet

The internet has become a sensation nowadays. It has occupied a large part of our lives. We use the internet for every small task, which is a big task now. The internet has made our lives easier and more convenient. The world is within our reach now, thanks to the internet. When we see how it has changed the scenario of the modern world, we cannot help but notice its significance. It is used in all areas of life now.

It is equally possible for you to use the content available on the internet the same way you have read books published by a particular publication because anyone who writes their content on the internet. It can upload, so caution is necessary to visit only authorized apps and websites, and as a good observation, you can get good content. Well, the internet gives a lot of scopes, but sometimes you will not get it right; your analysis should be like a good analyst. It will require you to be as critical as possible of your use.

### 6.13. Three Steps

There are many different ways to decide what you want to write. Starting with a good story or a great main character is an excellent way to engage in an event, whether fiction or reality. Your theme will depend on the form of writing you have selected or been customized, but here are a few different ways to create topics and places for your writing:

- Brainstorm various creative stories and find the ones most compelling to you - think about what would keep the reader engaged.
- Thinking about personal experience is a great way to start a new piece of writing. As a human, your memories provide excellent fodder for writing because you have an immediate perspective and can recall textual details that make your writing more specific. Think of particularly emotional memories, like the first time you baked a cake or a relation someone gone wrong, then come up with a piece of writing based on your experience.
- Thinking about a compelling and divisive issue in contemporary society can be a great way to develop nonfiction pieces. Whether you are just starting your writing career or working full-time as a professional writer, thinking about issues about which you have a powerful perspective or opinion can be very helpful. It can help create great persuasive pieces.

### 6.14. Kinds of Verb Instructions Essay

Types of Verb Instructions in Essays
Essay instruction verbs can be categorized into two primary groups, which are explained through description and discussion, as follows:
Description: Descriptive instructions call for presenting information without necessarily delving into analysis or argumentation. For example:

"Describe the process by which second language learners acquire grammatical competence."

In a descriptive response to this instruction, the writer would provide an account of the process without engaging in critical evaluation.

Discussion: In contrast, instructions that require discussion prompt the writer to analyze, evaluate, and provide reasoned arguments on the given topic. For example:

"Discussing the importance of wind turbines in the framework of national energy policy."

In a discussion essay, the writer not only outlines the significance of wind turbines but also considers various viewpoints, presents arguments, and arrives at subjective conclusions about their importance. This analytical or argumentative approach involves examining both the advantages and disadvantages of wind turbines.

It is important to note that analytical or argumentative essays require not only information but also critical thinking and reflection to form a well-rounded perspective. These essays may involve controversy as

they delve into different perspectives and present a nuanced understanding of the topic.

In conclusion, the distinction between descriptive and analytical or argumentative essay instructions lies in the depth of analysis and evaluation required. As you develop your essays, keep in mind the specific instruction verbs used, as they provide valuable clues about the level of critical thinking and engagement expected in your writing.

### 6.15. Seven Steps to Write an Essay

Follow these seven steps for the best results:

- **Read and Understand the Prompt**: Know what is being asked of you. It is a good idea to divide the router into parts.
- Planning: Brainstorming and organizing your thoughts will make your life much easier when you go to write your essay
- Creating a network of your ideas and supporting details is a good idea.
- **Use and Cite Sources**: Do your research. Use quotes and paraphrase from your sources but never steal.
- **Write a draft**: Ernest Hemingway was an American novelist, short-story writer, and journalist) once said, "The first draft of anything is always nonsense." While the truth behind this statement is debatable, drafts are an excellent place to get any of your "bad" ideas out of the way. However, it is often requested by professors and teachers.
- **Do a Strong Thesis**: The essay's thesis (the main argument) is the most important thing you will write. Make it a strong point.
- **Respond to the Prompt**: Once you have resolved any questions in your draft, you can begin writing the final draft of your essay.
- **Proofreading**: Read your answer carefully to ensure there are no mistakes and that you have not missed anything.

Of course, every essay assignment is different, and it is essential to keep this in mind. If one of these steps does not apply to the article you are writing, skip it, and move on to the following essay.

### 6.16. Five Paragraph Essay

Although more advanced academic papers are a category of their own, a primarily high school or college essay has the following standard five-paragraph structure:

| **Paragraph** | **1** | **Introduction** | |
|---|---|---|---|
| Paragraph | 2 | Body | 1 |
| Paragraph | 3 | Body | 2 |
| Paragraph | 4 | Body | 3 |
| Paragraph | 5 | Conclusion | |

Although it may seem equivalent and the idea behind this structure makes it easier for the reader to navigate the ideas presented in an article. As you can see, if your article has the same structure as any other article, then any reader should be able to quickly and easily find the most relevant information about it. Taken together, then, the general structure of a five-paragraph essay should look like this:

**6.16.1. Introductory Paragraph**

- An attention-grabbing "hook."
- A thesis statement
- A preview of the three subtopics you will discuss in the body paragraphs.

**6.16.2. First Body Paragraph**

- Topic sentence which states the first subtopic and opens with a transition.
- Supporting details or examples.
- An explanation of how this example proves your thesis.

**6.16.3. Second Body Paragraph**

- Topic sentence which states the second subtopic and opens with a transition.
- Supporting details or examples.
- An explanation of how this example proves your thesis.

**6.16.4. Third Body Paragraph**

- Topic sentence, which states the third subtopic and opens with a transition.
- Supporting details or examples.
- An explanation of how this example proves your thesis.

**6.16.5. Concluding Paragraph**

- Concluding Transition, Reverse "hook," and restatement of thesis.
- Rephrasing main topic and subtopics.

### 6.17. Essay Sample

**Topic: 1 [Sixth-Generation Warfare] Introductory**

The world is the same, time is different, and the nature of war is unpredictable. The world and war [First-generation warfare to Sixth-generation warfare] move side by side. Notably, sixth-generation warfare is something super sensual that controls psyches. One cannot deny that political race, social competition, and religious perceptions have victimized the innocent natural world. However, promoting awareness among people through socio-political and educational [including madrassas] institutions could serve as remedial.

**Body Paragraph 1**

The sixth-generation warfare [6GW] is a war dealing with the victory of mind [it can be defined differently]. The enemy approaches the mind of the targeted community through media [fake accounts, news, uploaded pictures, stories, etc.]. It is a recent induction to warfare, i.e., in 2020, and aims to 2030. The new self-made perceptions are destroyed by manipulating concepts of the enemy. One of the primary objectives is to disturb the entire world's system. Overall, this 6GW seems to be the most dangerous and the fastest in achieving the disastrous goal silently.

**Body Paragraph 2**

In political context, the agencies of politics use various ways to propagate information within the antagonistic population. According to previous data of EU DisinfoLab, India [since 2005] has 265 fake local media outlets in sixty-five countries and the main target is Pakistan. For instance, in the case of Silsila, daughter of Afghans ambassador [Najibullah Alikhil], India used twitter and Facebook for uploading fake pictures and news which were reported by National Security Council of Pakistan. This is the easiest way to harm the harmony of the world which makes the people directionless.

**Body Paragraph 3**

In social domain, the groups of people are indulged in the chaotic circle of modern [sixth generation] warfare show. The abstractness of mind is an easy route path to the destruction of self-perception like, the free and accessible right to use TikTok, snack video, Facebook, and messenger etc. For example, the case of Tiktoker, Aysha Akram, at Greater Iqbal Park [August 14, 2021] is proof of her excessive use of TikTok. However, she faced the consequences [not only her] and the government with gender activists, but also, experienced the 6GW explicitly.

**Body Paragraph 4**

In the religious framework, the world experiences bloodshed, baseless dialogues, sectarianism, and extremism etc. The external forces spread [constantly] their perceptions to create a space for internal conflicts within the same religion. The conflicts of Muslim and Non-Muslim, Sunni, and Shia, Barelvi and Deobandi, Hindu and Sikh etc. are ways to ignite them and to make them weak spiritually and intellectually. Additionally, the liberal community projects several notions which become food for the thoughts of religious scholars. The grievances increase with time and contribute to the warfare [6GW].

**Body Paragraph 5**

Remedial activities are the need of this time. The people of our country

must have knowledge of political, social, and religious happenings. In political awareness, the politicians should deliver speeches on current and prospects of sixth-generation warfare. Likewise, the members of society should organize such gatherings and activities which help the community to learn and visualize the threats of 6GW. Similarly, the religious [encompasses both educational institutions and madrassas] intellectuals and scholars should ensure to bring 6GW under discussion. Therefore, the same practice should be incorporated into educational institutions through co-curricular activities, seminars, workshops, and talks. However, the integration of such practices may help in the fight against 6GW.

**Concluding Paragraph**

The enemies upload videos and other material to project their thoughts. In the same way, the third-party uses the route of media to hold the psyches of countries. The world gets hurt daily by the performance of active agents of 6GW. It is destructive in nature; therefore, humans need to activate future remedial goals. To sum up, it could be dealt with an iron hand through the socio-political, religious, and educational platforms among the population of the world in general and Pakistan in specific. This could help to avoid and deal with the upcoming layers of warfare.

And the last way is to organize the essay according to an outline, which will make your essay look like a good piece of writing. Writing a good piece of writing in a particular style makes a lot of sense. You can present the writing in an effective way to give a good impression and easy to understand. Whatever content you write, two things are important: firstly, that the analysis you are describing is correct, and secondly, that you present it in an organized manner.

Here is an example showing you how you can outline a topic. This is how an essay can be written.

**Topic 2: Corruption in Pakistan (only outline)**

**Outline**

**Thesis Statement**

Corruption is rampant in Pakistan. They are found in every department of the state and at all levels from the administration to the head of the department.

**Causes of Corruption**

- Illiteracy
- Feudal mentality
- Poverty
- Lack of transparency.
- Lack of self-accountability
- Weak role of civil society and non-governmental organizations
- Politicization of government departments

- A dearth of strict laws
- The negative role of anti-corruption departments
- Discretionary Powers of Government Officials
- Lack of awareness among the masses
- Culture conducive to corruption

**Effects**

- Corruption breeds mismanagement
- Hinders economic development
- Increases the crime rate in society
- Increases the woes of the ordinary human being
- It increases the country's dependence on other countries
- Reduces the cost recovery rate
- Erosion of social capital
- Corruption can cause huge disasters
- It hinders the country's political development
- Creates a state of political instability
- Tarnishes the image of the country
- Affects foreign direct investment treatments
- Full rule of law can mitigate corruption Feudalism must be eliminated
- Sustainable and effective democracy creates corruption
- Potential poverty and illiteracy can be eradicated to root out corruption
- The active role of investigative media and NGOs can nip this evil in the bud
- An active and independent judiciary can free corruption in the country
- Adequate salaries for public officials will discourage corruption
- The role of civil society, writers and the educated can put an end to corruption

**Conclusion**

**Topic 3: Power of Social Media**

Social media refers to group interactions in online groups where individuals produce, share, or exchange knowledge and concepts. Being sociable has evolved into a fundamental human need and characteristic. People who would have never had a voice now have access to information thanks to the fantastic advancements in communications and imaginative, astounding entertainment. The modern generation has had the good fortune to experience some of the most incredible technological advancements ever. It is currently all the rage.

We have compiled the most compelling statistics on social media platforms and users from our extensive collection in these extensive facts list. Additionally, it serves as a great data sheet to set the stage for your social media promotion. In this century, social media is beneficial in our lives. Social media contact with friends, families, and relatives. These apps are primarily used in our daily life, WhatsApp, Facebook, Instagram, Twitter, TikTok, and YouTube. WhatsApp is used in our daily

life basis. This app is for video calls, audio calls, voice messages, and text messages. WhatsApp is the most used other app. Facebook uses it for uploading videos and adding stories. We can upload our pictures and videos on Facebook. Facebook increases followers and likes; Facebook is just like a source of entertainment. We use Facebook to spend our free time. Most people use Facebook for entertainment and fun. Instagram is crucial social media software that offers a quick, entertaining, and imaginative method to take, edit, and share pictures, videos, and messages with loved ones. We can watch dramas and films on YouTube. We can download any song and film. YouTube increases our knowledge in daily life. We get information and knowledge from this social media app. TikTok is the most popular app. Many peoples were famous in the world as TikTok stars. TikTok is a social media platform sharing short videos.

Most people earn money with this app. This app induced China and India already ban the app. Twitter is essential for a business looking to expand research on social media. Political people use this app to tweet each other. Twitter provides and encourages communication between multiple parties in a public forum, allowing you to get instant feedback from customers and potential.

Social media is used for business, study, etc. We can share our information. Social media used for the study. Students attend online classes. Social media increases our knowledge. We can start our online business on any website, for example, Amazon prime and drape. Social media is most used in our lives. Students get some information from social media. Social media is necessary for our life. Social internet has eliminated the barrier of distance. Social media websites constantly update you with the latest news and happenings in society and the environment. It is an excellent educational tool. These social media networking platforms provide young aspiring artists with a wide-ranging platform to display their talent and enthusiasm. Lack of emotional connection, it gives people a license to be Hurtful, facilities laziness, negative body image, unhealthy sleep partners, social media cause of death, social media cause security issues and social media cause depression and anxiety.

Social media is essential in personal and professional Life: When it comes to your business, it is crucial to use as many social media platforms as you can. These websites have distinct users on each one and provide a variety of choices for sharing information. Therefore, the more websites that feature your company, the more people will notice it. You must feel comfortable utilizing each site since, as was previously discussed, they each provide a separate set of advantages. The main attraction of social media is how quickly and easily one can communicate with friends and loved ones. Through status updates, you may communicate interesting updates about your life. Misused social media, social media provide facilities, but some people misuse social media. It leads to sexual harassment, and criminal offenses—employee obligation braces. Terrorism used socially against the country and licked confidential information. Social media is used against the security of the

country.

**Topic 4: Online Education**

Education plays an essential role in the life of people. A big piece of new and necessary information appears every minute. Nowadays, online study turns out to be more and more practiced. Online education has become very popular nowadays. The main aim of online education is to help students. Students take online education with the help of laptops, tab, computers, and smartphones. Online education is beneficial for students. The online class is a course conducted over the internet. We take online education from anywhere and at any time. Online education saves time for students. Online education plays a significant role in covid-19. Students can take online education from the comfort of their home. Teachers can teach online through PDF.S, videos, meetings, etc. People of any age can benefit from online courses. Many universities started to share their courses online.

Education helps to solve the problem of time. It is an excellent alternative to traditional universities, especially for people who cannot afford time and money. In addition, distance learning is cheaper and, for some people, is the best way of acquiring new information. Competition between students will only benefit them.

In an online educational setting, learning, and teaching are conducted via an electronic medium on digital platforms. It makes it possible for pupils to learn using technology. An electronic method of learning and teaching is a part of online education. Through digital platforms, online education takes place outside of the classroom. Lessons, animation, music, video, and graphics may all be used to give education through the internet. The education sector stays caught up in this regard in the modern world, where everything is getting digital. Every aspect of human existence has been impacted by the pandemic-like Coronavirus (or Covid-19), including education. As a result, promoting online education is necessary in the modern world.

Worldwide school closures are the result of COVID-19. More than 1.2 billion kids are not in school worldwide. As a result, the emergence of e-learning, in which instruction is delivered via digital platforms, has significantly impacted education. Numerous online learning platforms, such as BYJUS, Academy, Career will, CBSE Digital Education, etc., are offering their services gratis due to the rising demand for online education. More schools and colleges need to be in a vast nation like India. With the option of online education, the demand for schools and colleges will be lessened, and parents and children will have the flexibility to study and teach in their way as the requirement of college entrance in high school will no longer be there. Students will learn new things via promoting online education.

Additionally, the claims of a teacher shortage may be refuted. The teaching of classes is made more engaging through online education, and as a result, Students are becoming more focused on it. Because of

the decrease demand for copies and books due to internet dependency, online education is also advantageous for the environment. Online education offers a broader range of information and saves time. Through online education, students may receive top-notch instruction from the world's top colleges and lecturers. Online learning involves a computer-based network, which necessitates several pricey gears. Because of this, only some can pursue online education.

One thing that can be mentioned about online education is that some difficulties must be solved. The results of the latest poll show that children's physical and mental health is being negatively impacted by online schooling. As students might become distracted by games and social media (Facebook, WhatsApp, Instagram, etc.), something other than the home atmosphere will be suited for studying online education. While at school or college, a structured learning environment exists. No matter how many resources are provided for online and digital education, these resources encourage students' lousy study habits and lazy attitudes. Students' capacity to learn can be impacted by online education because they need to participate actively in their studies to maintain interest.

Additionally, given the current environment, online education offers more significant advantages. The digital era and the COVID-19 Pandemic are to blame for the tremendous growth of online education. Looking at the current scenario, online education has a bright future and is bringing about a revolution. As a result, online education is crucial to learning.

**Topic *5*: Child Development**

Child development is called the progression of physical, linguistic, cognitive, and emotional changes in a child from birth to maturity. A child's development is the method of growth of a baby to adolescent years, from dependency to extended independence. Throughout this method, a baby progresses from dependency on their parents/guardians to increasing independence. A child's psychological makeup, as well as their social and emotional development, is heavily influenced by their early years. Therefore, oldsters must take every step necessary to confirm that youngsters develop in environments where their social, emotional, and academic desires are met. Child development is significant to compare a child's biological growth at different age milestones to these artificial time limits; this allows us to ensure the child is on schedule for their age. If not, this checking of biological process milestones is helpful in detecting any hiccups in development early. This 'check is typically disbursed through child/mother services and Pediatricians as infants and toddlers and later through educational institution and college term skills assessments.

The earliest possible detection of biological process challenges helps minimize the impact these biological process hiccups will wear a child's talent development and, later, their confidence or function associate degree indicator of a doable future designation. The development of a

baby most frequently occurs in unpredictable stages. Though each kid develops exceedingly distinctively, all youngsters square measure expected to induce influence by their setting at different age levels. Youngsters World Health Organization square measure between the ages of Eleven and twelve grow and mature at terribly different rates. It is traditional to children's growth. There is often a considerable distinction between tall, weight, and build among healthy youngsters. Diet, exercise, and genes square measure all factors. Some youngsters begin pubescence or square measure on the brink of it before their teenagers.

Children can become a lot of and a lot of freelance from their elders. For instance, they will rebel against their oldsters. They additionally can look outward that to their friends, World Health Organization square measure typically of a similar sex. Peer approval becomes essential. This kid might attempt new behaviors to be a part of "the cluster." This could even be the time folks or academics acknowledge learning disabilities or activity issues in youngsters. These issues will aggravate as time goes on. Thus, it's necessary to induce facilitate once the youngsters continue to be young. Early childhood is discussed with the amount from birth through age (5) five. A child's psychological feature development throughout infancy, which incorporates building skills like pre-reading, language, vocabulary, and numeric, begins from the instant a toddler is born. Organic process scientists have found that the brain acquires an incredible quantity of data regarding language within the initial year of life, even before a baby speaks.

By the time babies speak or perceive their initial words, they recognize what are the sounds of the language they use. When young kids square measure provided an associate atmosphere that is wealthy in learning and acquirement interactions and with several opportunities to pay attention to and use language several times, they will begin to accumulate the required skills in their childhood years. A toddler, World Health Organization, visit faculty while not these skills can become a high risk of beginning at the rear and staying behind. Therefore, oldsters square measure a child's first and most significant academics. A study showed that almost 40 % of young kids are cared for chiefly by their elders. The Bush administration believes that it is vital to support oldsters and families in their most significant tasks by raising their kids through many suggestions and providing them with information on the time of life development. A child's social ability is usually an issue to several older people.

An inquiry shows that between fifteen associate degrees, twenty percent of babies are born with a nervous temperament, and three-quarters of those babies can age and become a keep kid. That is eleven to fifteen percent of all kids. During this case, these kids can have difficulties interacting with others. Also, some kids do not wish to move to the faculty; as a result, they need no friends, or it is a brand-new atmosphere for them. One worry that keeps kids from enjoying the faculty is that they are not doing knowledge to form friends in class. It continuously happens

once a baby doesn't have intelligent social skills or once a baby is on the point of attending a brand-new faculty atmosphere. Parents ought to additionally target the reading skills of their youngsters. Several youngsters do not browse square measure and struggle with vocabulary and understanding issues. These youngsters need help learning the meanings of a word or bearing in mind the meanings of the word they need to learn. In this case, youngsters can feel left behind after they move to college. A good reader can begin ahead. A decent reading talent could be a key indicator of college success in Year One to Year Eleven. It means what happens within the early years encompasses a lasting impact on learning. The way to improve a child's behavior is through communication.

Folks World Health Organization usually communicates with their youngsters and can tell them their issues. Folks World Health Organization communicates additional with their youngsters ranging from young can decrease the probability of youngsters doing rebellious things. Therefore, these youngsters will not get any wrong recommendations from their peers or outsiders. Also, folks ought to ne'er attempt too arduous on their youngsters, like sacrificing personal time, friendships, and interest to make them happy. They must teach their youngsters to be told to understand no matter what they need currently ranging from a young age. Folks must not ever get everything demanded by their youngsters or give them several benefits. Therefore, a parent's attention is crucial to enhance a child's behavior. Fogeys must specialize in their children's wants and teach them not to become takers.

**Topic 6: Future of Pakistan**

As a result of the tireless efforts of our Muslim leaders, who desired a distinct state where they could live according to their norms, faith, and customs and practice genuine Islam, Pakistan was established on August 14, 1947. From the beginning to now, Pakistan has made progress in several sectors and major developing fields of nuclear development, agriculture development, constitutional development, and technology development. We have passed several decades after independence, and another decade is in front of us. We have yet to achieve anything, but we should have achieved more.

Pakistan has achieved development in several areas, although this growth has been sluggish, and the country is still considered to be developing. In this regard, an omega project is being continued, and the collection of infrastructure projects began in 2013. CEPC (China-Pakistan economic corridor) is a passage or route for trade. It will start from the Gwadar seaport to China. In this way, China is linked to Middle East countries and Europe. For this purpose, a road is being constructed with the help of China. China invested forty million dollars for this purpose. It was costly. This road will pass through Sindh, Baluchistan, KPK, and Gilgit Baltistan. This project is very beneficial for the future progress of Pakistan. This project will bring economic revolution to Pakistan. Our

seaport has progressed as other countries have; Secondly, CPEC will promote trade among Pakistan, China, and other European countries. Pakistan will get job opportunities highly. Pakistan's economy will become stronger. Hundreds and thousands of factories will be established along the corridor. CPEC is evidence of Pakistan's bright future and will make Pakistan's economy very strong. It also helps to get rid of poverty in Pakistan. It provides livelihood to Pakistan and is helpful for every Pakistani, not only for educated people; uneducated people get job opportunities very quickly. So CPEC is a guarantee for the economic progress of Pakistan. And it will help to make the future of Pakistan bright. CPEC is also facing a threat from other countries like India, America, Afghanistan, and Israel. Especially India cannot tolerate this Omega economic project because CPEC brings economic prosperity to Pakistan. CPEC is a guarantee for the economic progress of Pakistan. CPEC is reflective of Pak China's matchless friendship. It would be beneficial for the youth of Pakistan. They get a job opportunity. A country with a solid economic position enables the government to spend more on public services, such as Healthcare and education. It can develop higher living standards, like increased life expectancy, higher literacy rates, and an excellent understanding of social and political issues.

Secondly, the main thing which is essential to decide any country's future is youth power. Although we cannot always create the future for our children, we can make the future for our children. The most vital and dynamic component of any nation is its youth. A country that has considerable youth power has tremendous growth. Kid decides the future of any country; fortunately, Pakistan has excellent youth power. Youth play a critical part in nation-building. Children can forge an identity and a promising future for themselves and the country. Young people nowadays want to see changes in political and educational systems. They are motivated to use technology to learn as much theory and practice as possible. According to Kailash Satyarthi, the strength of youth is the global commonwealth. Young people's faces represent our present, future, and past. No sector of society can equal young people's strength, idealism, zeal, and bravery. Because a large portion of Pakistan's population was made up of young people who now demand reform in all of Pakistan's systems, Pakistan has a bright future. A will cannot impede a nation's growth and progress if its youth are educated, polite, and organized. We should educate our youth more because it is essential for the future of Pakistan. Youth is the property of a nation, and we have this, so Pakistan has a bright future.

On the other hand, the political situation of a country decides its future, and Pakistan's political situation is changing daily. Many political parties in Pakistan are quarreling, criticizing, and blaming each other; from this, Pakistan's problem is damaged daily, negatively affecting Pakistan's economy. It also destroys the positive image of Pakistan to other countries. A great leader decides the future of a nation through his vision, spirit, loyalty, and willpower. Many great leaders passed in the history of Pakistan; every leader imparts different effects on the future of

Pakistan. Now a day, we have a great leader Imran Khan; he has changed the entire mindset of youth and made them patriots and loyal to the country. If a nation remains United with the vision and ideology of its leader, then no one can defeat him in any sector, and it decides its future on its own. Pakistan has this remarkable property of the United Nations, and it is a witness to the bright future of Pakistan.

Natural resources, including oil, gas, water, coal, and many more, are abundant in our nation. If we want Pakistan's future to be more prosperous, we must take advantage of these natural riches. We can produce power by operating new projects and exploiting our natural resources. A project called Hydral Power, which uses wind energy to create leverage, was just finished.

We ought to encourage travel to Pakistan. One of the main reasons why growth is happening so slowly is corruption. Nobody can stop Pakistan from developing and progressing if the State of Pakistan works honestly. I predict a great future for Pakistan, but it will only be achievable with the support of the truth. Our leaders should consider these realities as they work to ensure Pakistan's bright future. Pakistan will have a promising future once it has all of these.

# UNIT TWO

## *TECHNICAL WRITING*

### 1. Technical Writing

Technical writing has only been recognized as a profession since World War II; it can be traced back to classical antiquity. Critics cite the works of authors such as Aristotle as early forms of technical writing. Geoffrey Chaucer's work, "A Treatise on the Astrolabe," is an early example of a technical document. The earliest examples of technical writing date back to the Old English period.

With the invention of the mechanical printing press, the beginning of the Renaissance, and the rise of the Age of Reason, searching for documents became necessary. Inventors and scientists like Isaac Newton and Leonardo da Vinci created documents documenting their inventions and findings. Although they never called technical documents during their publication, they played an essential role in developing modern forms of technical communication and writing.

The field of technical communication grew during the industrial revolution. There was an increasing need to provide instructions for people to use the increasingly complex machines invented. However, unlike in the past, only the inventors knew how to use these new tools. Writing thus became the fastest and most effective method of disseminating information, and writers who could document these devices were in demand.

During the 20th century, the need for technical writing skyrocketed, and the profession was officially recognized. The events of World War I and World War II led to advancements in medicine, military hardware, computer technology, and aerospace technologies. This rapid development, coupled with the urgency of war, created an urgent need for well-designed documentation to support the use of these technologies. Technical writing was in high demand during this time, and "technical writer" became a government job title during World War II.

After World War II, technological advancement led to an increase in consumer goods and living standards. It was the era when big businesses and universities started using computers. In 1949, Joseph de Chaplin

authored the first computational technical document, an instruction manual for the BINAC (Binary Automatic Computer) computer.

The invention of the transistor in 1947 allowed computers to become more affordable and within the purchasing range of individuals and small businesses. As the "personal computers" market grew, so did the need for writers who could describe and provide user documentation for these devices. The technical writing profession saw further expansion during the 1970s and 1980s as consumer electronics made their way into more and more people's homes.

In recent years, the importance of computers in society has led to many advances in digital communication, resulting in changes in the tools used by technical writers. Hypertext, word processors, graphics editing programs, and page layout software have made the creation of technical documents faster and easier, and today's technical writers must be proficient in these programs.

Technique writing plays an essential role in exhibiting anything, especially in specific fields as well as science, engineering, technology, and healthcare. Technical writing with business writing is also of particular importance. In technical writing, the thing is to be used to provide the product and services.

Many things in the past decade have been core to human needs in life, but how do things that are made to do these new things work? Technical writing is required to understand technical writing about how to use these things. Technical authorship is a skill that one can tell how to use things.

The first technical writing was connected to the documentation, so the complex process in the technical writing capacity should be added to add shortages and short code writing documents. The documents in which these technical writings are used in the documentation of every economy, such as high-tech manufacturing, aerospace, biotech, energy, finance, engineering, and IT.

Technical writing is not long enough for long-term user manuals, and it is easy to take readable articles and read quickly and read about reading readers. The actual purpose of technical writing was to make difficult words and add them to a topic so that the reader does not have any problem understanding it immediately.

Technical writing is a broad term that includes various documents in science, engineering, and skilled trades. Technical writing conveys specific information about a technical subject to a specific audience for a specific purpose. The major types of documents in technical writing can be divided into four major categories.

### 1.1. Types

- Reports and communications in day-to-day business.

- Technical papers, magazine articles, books, dissertations, education, teaching, and sharing of information and knowledge.
- Patents.
- Operational manuals, instructions, or procedures.

The day-to-day business involves the production of primarily technical writing. Various "Reports" Writing reports is standard for many technical people because reports constitute a significant part of technology development and application. However, few companies pay technical professionals. Even without written words to apply the salary and assess what happened. For example, if an engineer spends a year developing a new transmission for a vehicle, several types of reports are required to design, evaluate, and implement new components.

- Technical writing is gathering information from experts for social communication within society and presenting it to an audience in a clear and meaningful form that is easy to understand. It is used for projects in the field of engineering. In 1965 Webster Earl Britton published his thoughts in an article on Technical Writing.
- Technical writing in Linguistics should be factual. More importantly, it is the use of particular words to be done.
- In technical writing, words should not be used with more than one meaning, and the reader will take their wrong meaning, but such words should be used so that the reader knows their correct meaning.

### 1.2. A Good Technical Writer

A good technical writer must have a good grasp of the subject he is writing about, his language, a mastery of the language, and a well-thought-out approach to writing clear and straightforward words. I should write and use particular words so that the reader immediately knows and understands their meaning.

Examples of Technical Writing

Examples of technical writing include, but are not limited to:

- White papers
- Emails containing technical information
- Cases studies
- Technical proposals
- API documentation
- Product descriptions
- Press releases
- Executive summaries
- Web content
- Balanced scorecards

- Memos
- UI text

### 1.3. Technical Writer Skills

Here are some skills one should focus on improving as a technical writer.

#### 1.3.1. Writing

The essential skill you should focus on is becoming a good writer. A good technical writer must be able to convert technical information into simple, readable, and error-free content for readers. Learning to use the correct style, tone, and format for the various technical documents you will work on is a key to becoming a successful technical writer.

#### 1.3.2. Researching

To be a good technical writer, you must have strong research skills. It would help if you mastered the art of data collection, information synthesis, and information sharing.

#### 1.3.3. Communication Skills

To be a good technical writer, you need to communicate your technical messages effectively. As a technical writer, you will likely work with multiple teams. Therefore, you must understand each other and communicate information effectively to work effectively as a team.

#### 1.3.4. Understand your Audience

To become a good technical writer, one must have information about them in front of you. A technical writer should write according to the habits of his audience so that the audience can understand him well. A technical writer should know what the audience wants to read and what they need to know to create content accordingly.

#### 1.3.5. Technical Skills

Understanding technical aspects is fundamental to becoming a good technical writer. Write about what you are good at; otherwise, it will be impossible for you to write. The subject should be well-researched. It should be written in simple words and arranged in documents to be readable. When users and other people read it, they can easily understand it.

#### 1.3.6. Digital Resources

As a good technical writer, you must expand beyond a few things but use as many digital tools and resources as possible. Digital tools help technical writers create effectual online and print output. A good technical writer should come to all digital uses. If digital tools are not used, the technical writer will not be able to wrap up his documents in a good way.

### 1.4. Processes of Technical Writing

Design your process and then stick to it. Iteratively improve it whenever you identify problems or better ways of doing things. Here are a few tips to help you get started.

#### 1.4.1. Project Planning

It would help if you started planning and preparing your projects as soon as they are assigned. Before starting, check the document type, subject matter, and scope, purpose, and target audience.

#### 1.4.2. Audience Analysis

It would help to analyze your audience to determine the best way to deliver your message. While your message should not change, how you present it to your audience is essential. It would help if you also made your users understand what they can gain by reading your technical article. Your document should meet their needs and leave them to have learned what they hoped or expected to learn.

#### 1.4.3. Readability

When writing a technical document, please do not write it to appeal to your colleagues. Instead, please write in a way that makes it easier and better for your readers to understand.

### 1.5. Main Stages of Technical Writing

#### 1.5.1. Pre-writing

Pre-writing is the first step in the writing process, usually followed by drafting, revising, editing, and publishing. Pre-writing can consist of a combination of outlining, diagramming, storyboarding, and clustering.

#### 1.5.2. While-writing

While-writing activities engage learners in recursive writing, self-editing, and revisions. As the students are guided through writing and re-writing, the teacher should guide them through other areas, such as syntax.

#### 1.5.3. Post-writing

Post-writing is a step in the writing process where the written text is shared with another audience, such as a peer editor, instructor, or even the public.

**Basic Components of Post-writing Activities**

- Reread your story, making sure the sentences make sense.
- Add phrases (consonance markers, pronouns, conjunctions) to make the story flow smoothly.
- Eliminate "fluff" (unnecessary or redundant details).

- Proofread for spelling, vocabulary, and grammar (checklist).
- Edit your paper (peer editing, post-teacher editing).
- Share with an audience (website, print, etc.).

## 1.6. Characteristics of Technical Writing

### 1.6.1. Comprehensiveness

To define the functions of buttons on a toolbar, you must define them all. If a gadget has two communication ports, you need to specify how each is used. Any failure to cover all system components or attributes in a document means a final call to customer service.

### 1.6.2. Logical and Sequential

Technical writing information cannot be self-contradictory. All information and all steps need to make sense concerning each other. If you need to open the lid to access a button, you must ask the reader to open the lid first and then press the button. In the above case, instruct the user to refrain from pressing and opening the lid.

### 1.6.3. Action Oriented

You are writing a document to help users act. Therefore, use action verbs whenever possible, especially at the beginning of procedure.

### 1.6.4. Organized

Technical documentation is organized into layers, from general to specific. The document starts with the general aspects of a system and later gets into more specific details. For example, you explain what the TopCardPro software does first (control access to power plant sites) before you explain how to configure the access card with user information. Individual chapters and sections should have a logical parent-child-sibling relationship with each other. For example, if you cover how to start an engine in Chapter 1, you should also cover how to shut it down in the same chapter because they are conceptually related procedures (siblings).

For example, information about deleting a user from a database (child) should be placed in a more general chapter or section dedicated to user configuration or database management (parent). Technical writing has a degree of formality and usually focuses on a particular topic to share something or useful information or knowledge. Ten general characteristics of technical writing are listed and described. The following sections:

- It is related to a technical subject.
- It has a purpose.
- It has a purpose.
- It conveys information/facts/data.
- It is impersonal.
- It is comprehensive.

- It is directed.
- It is performed in a particular style and a particular form.
- It is archival.
- It refers to the contribution of others.
- There are more attributes, but the attributes listed above describe some key characteristics that distinguish technical writing from other types of writing.

### 1.6.5. Related to a Technical Subject

Technical writing should relate to some aspect of engineering or science in a specific subject, such as the following:

- Philosophy, psychology, and religion
- History
- Geography and Anthropology
- Social Sciences
- Political science
- Law
- Education
- Fine Arts
- Language and Literature
- Science
- Agriculture
- Technology
- Health/Medicine

## 1.7. Purpose of Technical Document

A technical document is always written for a reason and purpose. The purpose of reports on investigations is usually to present the results of the study. Reports may explain what was done, why it was done, and the study's results.

### 1.7.1. Conveys Information/Facts/Data

Technical writing focuses on the technology in question. Technical writing should have substance in every statement. If a sentence does not convey information relevant to the study, omit it.

### 1.7.2. Impersonal (Third Person) Voice

The use of first-person pronouns is usually discouraged in technical writing. The intrusion of "I" makes the work less authoritative. Similarly, it is inappropriate to use names of people and trade names unless there is no other way to describe the item.

## 2. Official Writing

### 2.1. Memorandum

A memorandum is a written message typically used in a professional setting. Commonly abbreviated "memos," these messages are usually brief and are designed to be easily and quickly understood. Memos can thus communicate important information efficiently to make dynamic and effective changes. A memo (also known as a memorandum or "reminder" is used for internal communications regarding procedures or official business within an organization. Unlike an email, a memo is a message you send to a large group of employees, like your entire department or everyone at the company.

#### 2.1.1. Purpose of the Memorandum

A memorandum (memo) is used to communicate something of immediate importance to people within a business or organization. A memo can also be sent to people or firms with close or long-standing relationships, such as vendors or consultants. Like a business letter, a memo is a permanent record of your communication.

#### 2.1.2. Key Features of a Successful Memo

- A memo should always start by representing the reason for the Communication.
- Focus on one key topic or subject.
- Explain the total subject in short, simple, direct sentences.
- Use language that is unambiguous with a polite tone.
- Write in point form – include bullets or numbers if you wish to make it simply reachable.
- Conclude with instructions on what action should be taken in reaction to the memo.

#### 2.1.3. Common Features of the Memo

An office memo is a written method of internal communication. It is used to exchange information related to an organization's day-to-day activities. As an independent method of internal communication, it possesses the following features:

#### 2.1.4. Nature

A memo is written as a method of internal communication. It is used to exchange information related to internal activities of the organization between superiors and subordinates.

#### 2.1.5. Nature of the Parties Involved

A memo is exchanged among the various internal parties of the organization. No external party can be part of the memo.

### 2.1.6. Definite Structure

A memo is prepared by following a definite structure. The title, names of the sender and receiver, date, subject, body, and sender's signature are the various parts of the memo.

### 2.1.7. Professional and Formal Tone

Since the memo is a method of internal communication, it is less formal. However, a minimum degree of formality should be followed in preparing an upward-moving memo as it goes from subordinates to superiors. Memos are often announcements, and the person sending the memo speaks for a part or all the organization. While it may include a request for criticism, the message is linear, from the association to the employees. The memo might have lawful standing as it often reflects policies or procedures and might indicate an existing or new strategy in the worker guidebook.

### 2.1.8. Conciseness

A memo is written concisely. Whatever a memo's subject matter, it writes directly and briefly.

### 2.1.9. Mentioning a specific Issue

An individual memo should contain only a single issue. If an individual memo contains more than one issue, it should be mentioned in a separate paragraph.

### 2.1.10. Expression of courtesy

Though the memo expresses the message directly and concisely, it maintains courtesy and modesty in expressing the message.

### 2.1.11 Nature of Message Exchanged

The information exchanged through memos is related to the organization's internal activities. It does not carry any personal information.

### 2.1.12 Preserving information

Since the memo is a written document, it can be preserved for future use if necessary.

### 2.1.13. Audience Orientation

Always judge the audience and their needs when preparing a memo. If the memo is to be posted and circulated within the organization, the objective is plain, summarizing communication at all levels with no uncertainty. All the employees might need to learn an acronym or abbreviation known to the organization's administration.

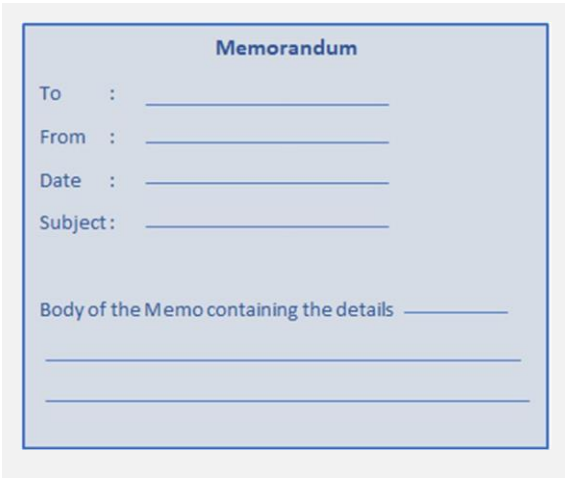
### 2.1.14. Subject Emphasis

The subject is usually confirmed in the subject line and should be clear and summarized. If the memo announces the execution of a holiday, the holiday should be named in the subject line; for example, use "Thanksgiving weekend agenda" rather than "holiday observance."

### 2.1.15. Basic Principles

- Required and adequate information.
- Do not think that everybody knows the whole thing related to the subject discussed in the memo.
- Be understandable, tangible, and precise.
- Explain with easiness and Cooperation.
- No emotional or disturbing appeal.

### 2.1.16. Structure of a Memo




**Part 1: Header**

**To**: provide the names and titles of everyone who will receive your memo

**From**: provide your complete name and title
**Date**: provide the complete and accurate date – do not forget to include the year
**Subject**: provide a brief, yet specific description of what the memo is about

**Part 2: Message**

- Introduction: Explain the Purpose
- Body: Addresses the Information required
- Conclusion: (Summary and recommendations)

### 2.1.17. Tips for Writing the Memo

- Your memos should be succinct, formal, precise, exciting, and easy to read.
- It should be logically organized, accurate, well-researched, and informative.
- Avoid using technical jargon and abbreviations that the recipient may not understand.
- Avoid the use of slang, colloquialism, and contractions.
- Use action verbs and an active voice to convey your confidence.
- Highlight essential points and reduce unnecessary wordiness with headings, sub-headings, bullet points, and numbered lists.
- Check for correct grammar, spelling, and punctuation.

## 3. Report Writing

### 3.1. Mail

A medium that we use with the Internet, Email, is called electronic mail. Mail means sending a message to someone. In the olden days, the post office was used to send messages, but now, with the advent of technology, everything has changed, and quite a few areas where there is modern internet facility use it. Sending a message through the mail has become easy; you can send your message from one place to another without any cost in a short time.

It can be defined as email as a fast and efficient method of sending a message to two or more people. In another way, we can also say that what we send to others through the computer network is called email. Now let us discuss that every conversation has some rules. Similarly, there are some rules of an email, by following which we can convey our message to others in a good way. Everything, whether written or oral, both are presented in a better way.

Before sending your message, you should double-check that it is well-written. A tone, like an email, is a form of writing that adopts a particular style when sending. If we want to speak in an impressive and professional tone and want others to pay attention to us and the message we send, we must follow certain etiquette. However, many people are using email these days, but they need to consider one method when writing a mail. Before sending it, it is essential to check whether you have written a message and Can you managed to get the recipient's attention after sending, instead of finding out later that you failed to get the recipient's attention and being disappointed because Then you won't be able to delete it. Let us review some etiquette.

### 3.2. Etiquette

#### 3.2.1. Maintain a Professional Tone

If you are representing a company, you must always use the email address provided by the company. So, choose your business email address carefully. It will immediately make it appear more reliable and significantly improve the delivery potential of your email. In it, you will

also write that if you want to remind anyone you have spoken to before, you will refer to any agreement you have already made and make it a whole. Now to perform, you will select a day and send your message to your partner defining the meetings.

### 3.2.2. Use a Proper Subject Line

The subject line is the first part of your email that the recipient will see. It should be short, crisp, and formal (Sastry, 2020). If you are too vague or do not include any subject matter, your message may be mistaken for spam and deleted without being read.

- Using all CAPS or excessive punctuation (!!) should be avoided.
- Special characters, such as % & and ^, are known to trigger spam filters, so be sure to use them sparingly.
- Using excessive capitalization and punctuation scares away subscribers!
- Try to keep the subject line to no longer than fifty characters.
- Do not write misleading content.
- Avoid spelling mistakes.
- Keep it simple to make it formal.
- Make it interesting for readers.

### 3.2.3. Use Proper Email Punctuation

Punctuation is subtle when used correctly and obvious when not. Do not scare your recipients - remember these rules and follow them religiously. Each line should end with a punctuation mark, i.e., a period, a question mark, or an exclamation mark. If you skip a punctuation mark, it will look like you still need to finish your thought.

#### 3.2.3.1. Comma (,)

One of the most common mistakes is adding commas where they do not belong. (Correct English), here are the basic rules:

- Use a comma before a conjunction (and, but, for, or, so, so) that joins two independent words.
- Use a comma after the dependent at the beginning of the sentence.
- Use commas to separate items in a list.

#### 3.2.3.2. Salutation Punctuation

There are a few different ways to mark your salutation (the first line of your email where you address the recipient by name). If you are writing a formal
email, you should use a colon; if you are writing a causal email, you should use a comma.

#### 3.2.3.3. Exclamation Mark

Use emoticons sparingly when using question marks. You will experience extremes if you go above and beyond the signs of violence.

So, in general, signs of occupational violence are not considered. So, leave them for happy hour text messages for friends.

### 3.2.4. Always use Good Grammar

Unless you devote your full attention to studying grammar, you are bound to make mistakes from time to time. But no one will care if they have never heard of the rule you broke, either. Just stay away from the essential ingredients that you can grab, like:

Know the difference between.

| |
|---|
| There/theyre/their |
| Its/its |
| Effect/affect |
| Your/youre |
| Too/two/to |
| I/me/myself |
| Cache /Cash |
| Scents /Sense |
| Site /Sight |
| Facts/ Fax |
| Finnish /Finish |

Therefore, use any word that you are writing in such a way that the meaning of the word that you are writing comes out according to what you are saying and the second is not a spelling mistake in your content or document.

### 3.2.5. Avoid Emojis in your Email

Research shows that including emojis in work emails is terrible for your reputation: they make you seem less competent.

### 3.2.6. Always use Standard Fonts and Formatting

Your writing style should be classical. There is no need to decorate the words or change the font style. The size of the words should be appropriate.

### 3.2.7. Fill in your Email Fields Correctly

To: This field is simple. Add the email address of the person you are trying to contact. Sending a message to multiple recipients is to use the Cc (It is unprofessional to leave a colleague or client out of a relevant email chain. Consider who should be informed about a given item and respect this.), or carbon copy, and Bcc, blind carbon copy fields. When using the Cc feature, all recipients can see the email addresses of everyone to whom the message was sent. If you want your communication to be more private, choose the Bcc, and the identities of the other recipients will not be shown (Sastry, 2020)

**New Message**

To

education@gmail.com

Cc director@gmail.com

Bcc admin@gmail.com

**Attachments**

Attachments are like enclosures in traditional mail. If you have files that you want to share with your recipient, you can include them as attachments to the Email. Use caution when opening attachments sent to you as they can contain viruses and never open an attachment from somebody you do not know.

**a. Use 'Reply all Carefully**

**Reply:**

When you click "Reply," you will reply directly to the person who sent you the last email. If you reply directly to the first message, your reply will go to the original sender of the Email. But if you reply to someone's Email in a follow-up thread, you will reply only to that person.

**Reply All:**

When you select "Reply all," you will reply to the Email to everyone in the "To" or "Cc" field. It is also helpful if you have information everyone cares about.

When in doubt, default to "Answer." You do not want to be someone other than the person who annoys everyone by secretly rolling their eyes.

**b. Respond to others in a Timely Way**

If the mail is from your work team, you should reply within a few hours. If the mail is from general colleagues, then reply within 24 hours and if any mail is from external contact, then reply to it. If it is optional to give it quickly, you can give it for three to four days.

**c. Closing**

An Email is closed with a term like "Regards" or "Sincerely" followed

by a comma. Thank you, With appreciation, With gratitude. Yours sincerely, etc., are other closing examples.

**d. Use a Perfect Email Signature**

Some email systems allow you to enter a signature that will appear automatically at the bottom of every message you send. This feature is optional and can be turned off and on as needed.

If you are working in a company or with an organization, then you have to write the name of the same company or organization with your name in the signature, and if you are not working anywhere, then you have to write your name correctly, should be given, which may include your name and the place where you live.

- Furnish your name with contact information. Your phone number and/or work address are enough.
- If you are writing on behalf of or as an employee of an institution, make sure to mention it with adequate contact details.

**3.3. Complaints**

If seen in the term, the complaint means expressing dissatisfaction during a situation. Complaints can be made verbally or in writing. However, if we see it formally, we must use a proper way for it. A complaint is any case in which another party performs the work improperly. So, whoever is dissatisfied with this work and does not like it can file a complaint against this party. Understand that if a company is making a capacitor, then we use that capacitor for the correct use of electricity in the refrigerator; even if the refrigerator is not getting total energy and the refrigerator malfunctions, then we are the manufacturer of this capacitor. Complaints can be made against the company that their method of energy production is not suitable, either to improve it or to stop it. The company may be sealed on such a complaint. Another point is that the complaint does not mean harming the company, but people are describing their loss so that the remaining people can avoid it, and the company can improve itself.

Legally speaking, a complaint is a formal legal document based on facts. It covers all the grounds that the filing party uses against the parties. The parties against whom this is done either fight the case accordingly, and if they are wrong, they must give relief to the filers or pay something. Full official action follows the complaint following the federal rules and the investigation of the complaints of the filers to determine whether they are valid or not, after examining the facts, a decision is taken towards justice.

Every organization aims to provide convenience to the people living in the state; if someone does not do so, action is taken against him, and action will be taken when someone files a complaint against the state. The institutions of the state must take care of the rights of the people; otherwise, strict legal action is taken against its institutions. Every institution provides a platform for the people where they can file a

complaint, for example, the police department, where a complaint is lodged against any criminal.

### 3.4. Circular

Circular is a Latin word for "a Circle," which means any information that circulates in the sub-directory that we circulate. It is used to share information within the circle of many employees, departments, or branches of an organization.

#### 3.4.1. Uses

- To inform about new policies, procedures, etc.
- Issue direction
- Invite applications
- Motivate the employees, maintaining the discipline
- Invite suggestions etc.

#### 3.4.2. Rules

- Circular is physically distributed
- Circular does not require a box
- In Circular, the date is written on the right side
- Circular contains the general announcement
- Circular focuses on the large audience
- Circular can approach a different audience
- Circular is always in type format

#### 3.4.3. Type of Circular

- Formal circular
- Official circular

##### 3.4.3.1. Formal Circular

The formal circular formation is given to the people outside the office.

##### 3.4.3.2. Official Circular

The information that has been given information in the official Circular is given to the office's employees.

**Important points**

- Use 3rd person
- Easy
- To the point
- Brief

### 3.4.4. Format of Circular

Name of organization and Address
Circular No.
Date (Right Hand Side)
Heading/Title
Salutation (for all employees/all branches)
Content/Body
Name
Designation

### 3.4.5. Sample of Circular

COMPANY (XYZ)
Pakistan
Circular No. 1

August 20, 2022
Staff Meeting
All employees of XYZ Company
All its employees said a staff meeting would be held on 20 August 2022. The agenda of the meeting will work from home. Charming and problems will be held by employees who will address the meeting. Employees can give their precious tips (if any).
XYZ
Manager

## 3.5 Enquiry

By the beginning of the 20th century, inquiry was widely used as a synonym for investigation. Technically it is not wrong to use it that way, but inquiry has become the preferred word. Where less formal information is obtained, the word inquiry is used. We are getting information about something or asking a question about it. Inquiry to ask someone about something, for example, getting information about a place where a regular event occurs. An inquiry is defined as small research, such as an official process to find out the cause of something or to get information about something is also an inquiry. In simple words, an inquiry is the name of obtaining information from the public about something that is not specific such as comments on new roads or environmental impacts, etc. We use the word inquiry to get information from the public about these things.

### 3.6. Letter

Writing is one of the essential language skills to master. Usually, all letters have the following parts. Since we are dealing only with informal or personal letters, let us examine what makes an informal or personal letter:

**a. The Heading**

This includes the address, line by line, with the last line being the date.

**Address**

Zainab,

House 7, Street 2, Phase

3 Hayatabad, Peshawar

August 18, 2022

**The Date**

There are many ways of writing the date.

- 18 August, 2022
- 18th August,2022
- 18 Aug. 2022
- August 18th 2022
- 18/8/2022
- 18.8.22

**b. The Greeting or Salutation**

The greeting always ends with a comma. The greeting begins with the word 'dear,' and the person's given name or relationship.

In a Personal Letter we can start with;

- Dear + first name (informal, to a friend) or
- Dear + Mr. Khan (family name)
- Dear Mrs. Khan
- Dear Miss Khan
- Dear Dr Khan
- Dear Professor Khan

We can end a Personal Letter in a Number of Ways;

- **Love**, (very informal, to a relative or very close friend)
- **Yours**, (informal, to a friend or close acquaintance)
- **Yours Sincerely,** (slightly more formal, to someone you do not know very well)

**c. The Body**

Also known as the main text, it includes the message you want to

write. In a personal letter, the beginning of paragraphs is indented. If you do not want to indent, skip space between paragraphs. Also, leave out a line after the greeting and before the closing.
If someone has already written to you, these are some common ways of starting a letter:

- Many thanks for your letter.
- Thanks for your letter.
- Thank you for your letter.
- Thank you very much for your letter.
- Thank you so much for your letter.

If you have heard some good or bad news from someone, you can also say:

- I was delighted to hear that.
- I was truly happy to know.
- I want to express my sympathies about it.
- I am sorry to know.
- I am shocked to learn.

**d. The Complimentary Close**

This short expression (truly, yours, sincerely, etc.) is always a few words on a single line. It should be in the same column as the heading. It ends in a comma.

**e. The Signature Line**

Skip one to three spaces after the complimentary close and write or type your name. The handwritten signature goes above the typed name. If the letter is informal, you may omit the signature line if you sign the letter.

Following all the Rules and Guidelines that we have given you in this Assignment, now Write Informal or Personal Letters

- Write a letter to a friend you have not seen or spoken to in a long time.
- Write about what you have been doing and ask about what he/she has been up to recently.
- Write a letter to a cousin and invite him/her to your wedding.
- Give them some details about your future partner.
- Write a letter to a friend who has been having some problems.
- Ask him/her how she/he is doing and if you can help.

**Sample Informal/Personal Letter**

**Sample (1)**

New Darband,
August 17,
2022 Dear

Muqaddas,

It feels like such a long time since the last time I saw you. So far, my summer has been great! What about yours?

I spend all my time with my grandparents. They pamper me a lot, and I love their company. Since their house is near Clifton beach, I now have a nice collection of seashells. I also play a lot of badminton with my grandfather and take long walks with my nana and Nani.

I hope the summer's been going well for you too. There is only a month left in summer vacation, and it is back to school.

Nana Abu and Nani Ama send their love.

Your friend,
Hifza shah

**Types**

- Writing letter
- Types of letters
- Formal Letter
- Informal or Personal Letter
- Business Letter
- Official Letter
- Social Letter
- Report Letter
- Notice Letter
- Circular Letter
- Order Letter
- Complaint Letter
- Employment Letter
- Qualities of a Good Letter

The letter is an important symbol of human civilization. It has been used as a medium of information from the primitive age. The letter can be categorized into different types based on the formalities maintained, the information contained, the purpose of use, etc. A comprehensive classification of letters is shown below.

### 3.6.1. Formal Letter

The letter written according to an organization's formal rules and regulations is called a formal letter. This type of letter always maintains the formalities of the office. Institutional and business letters fall into this category.

### 3.6.2. Informal or Personal Letter

The letter which does not follow any formal rule and contains

personal information is known as an informal or personal letter. This type of letter is written to relatives and friends to exchange news or feelings or to seek favors. The basis of writing a personal letter is personal relationships.

### 3.6.3. Business Letter

The letter which contains commercial information and is written among businesspeople is called a business letter or commercial letter. Business letters are formal, structured, and non-personal. The commercial letter contains information about trade inquiries, circular, order, complaint, claims, adjustment, collection relating to trade inquiry, circular, order, complaint claims, etc.

### 3.6.4. Official Letter

An official letter contains official information like rules, regulations, facts and figures, activities, systems, procedures, etc. In other words, when a letter is written following the official decorum, it is known as the official letter. Officials use this letter to send official messages to other branches and offices. An official letter follows the office's prescribed rules, regulations, structure, and style.

### 3.6.5. Social Letter

A letter written on any social occasion or purpose is called a social letter. It is a kind of personal letter. Invitation letters for different programs, thank letters, condolence letters, congratulation letters, etc., fall into the category of social letters.

### 3.6.6. Report Letter

A letter that is prepared as a report or investigation and sent to the person assigned. It is called a report letter. In a real sense, it is a short report in the form of a letter. The letter sent to the sales manager by the salesman on every day's sales volume is an example of a report letter.

### 3.6.7. Notice Letter

A notice letter is a letter that is sent to a person notifying or informing him about any topic.

### 3.6.8. Circular Letter

A letter that circulates or announces the same information or message to many people at a time is called a circular letter or a circular. Announcement of a new product, change of business address, retirement, or admission of a partner, etc., requires circulating the message. For this purpose, a circular letter is written.

### 3.6.9. Order Letter

When the seller's quotation satisfies the prospective buyer's queries,

he places an order through an order letter. So, after granting the quotation, the letter that the buyer writes to the supplier or seller requesting him to deliver the prescribed amount of goods is called an order letter.

### 3.6.10. Complaint Letter

Although efficient an organization may be in running a business, everything only goes according to plan sometimes. There will be some mistakes and some accidents. Letters written to bring these mistakes to the notice of those who must own the responsibility for them are called a claim or complaint letters (Bizcom, 2021)

### 3.6.11. Employment Letter

Letters that are written in case of employment are considered employment letters. Job application letters, appointment letters, joining letters, promotion letters, etc., are examples of employment letters. Beyond the categories mentioned earlier, there are other letters, such as bank letters, public letters, level letters, increment letters, permission letters, etc.

## 3.7. Qualities of a Good Letter

- Clearness
- Correctness
- Completeness
- Conciseness
- Attractiveness
- Coherence
- Courtesy
- Creativeness
- Effectiveness

## 3.8. Informal or Personal Letters

Writing letters is a smart way to stay connected with your loved ones, colleagues, etc. Knowing how to write letters for all occasions is useful. Writing letters is easy. It is easy to learn to write letters. Letter writing is still a joy for a lot of people. Telephone calls are never enough. Personal letters can be read and re-read. Family members and friends, who are far away, like to receive and write letters.

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone must write letters at some point. Letters of complaint, job applications, thank you letters, and letters requesting changes or suggestions, the list goes on and on. Encouraging children to write letters early will improve their communication, social, and handwriting skills and teach them what they need to know about writing and structuring letters.

### 3.9. Informal, Personal or Friendly Letters

Letters are often letters to family members or friends. Writing Informal, personal, or friendly letters to loved ones is about giving or sharing exciting news and is intimate. In this section, we will give you some basic guidelines about how to write informal or personal letters. There are many occasions when we need to write informal, friendly, or personal letters. For example:

- letters of congratulation
- letters exchanging news or information
- letters saying sorry
- letters expressing thanks
- letters showing appreciation

### 3.10. Apology Letter

A letter of apology is a physical document or email that acknowledges a mistake, expresses regret, and asks for the letter recipient's forgiveness or patience.

**Types of Apology Letters**

- An informal letter of apology than feelings
- A formal letter of apology for missing an appointment.

**Samples**

**Sample 1: Congratulations on Graduation**:

Subject: Congratulations on Your
Graduation!

Dear [Name],

I am absolutely delighted to extend my heartfelt congratulations on your graduation! Your hard work, dedication, and perseverance have paid off, and I could not be proud of your achievements. This significant milestone is a testament to your intellect and determination.

As you embark on this new chapter of your life, remember that the journey of learning never truly ends. Embrace every opportunity that comes your way and continue to pursue your dreams with passion. I have no doubt that you will make a positive impact on whatever path you choose to follow.

Once again, congratulations on your graduation! Wishing you a future filled with success, happiness, and countless more accomplishments.

Warmest regards,
[Your Name]

2. **Congratulations on Promotion**:
Subject: Congratulations on Your Well-Deserved

Promotion! Dear [Name],

It is with great joy and excitement that I extend my warmest congratulations on your recent promotion! This recognition is a testament to your exceptional skills, leadership qualities, and dedication to excellence. You truly deserve this career advancement.

Throughout your time with the company, you have consistently demonstrated a strong work ethic and a remarkable ability to inspire your colleagues. I have no doubt that your new role will allow you to make an even greater impact and achieve remarkable success.

As you take on this new challenge, remember that your determination and positive attitude have brought you this far, and they will continue to lead you to greater heights. I am confident that you will continue to excel and bring a positive change to your team and the organization.

Congratulations once again on your promotion! Wishing you continued success and fulfillment in your career journey.

Best regards,
[Your Name]

3. **Congratulations on Wedding/Engagement**:
Subject: Heartfelt Congratulations on Your

Engagement/Wedding! Dear [Name],

Sending my warmest congratulations to you and [Partner's Name] on your engagement/wedding! What a beautiful moment to celebrate the love and commitment you both share. I am overjoyed for the two of you as you embark on this incredible journey together.

Love is a magical feeling, and it is evident that you have found your perfect match in each other. May your love grow stronger with each passing day and may you face every joy and challenge hand in hand.

As you plan your future together, remember that communication, trust,

and respect are the pillars of a successful relationship. Cherish each moment, celebrate the little things, and support one another through thick and thin.

Once again, my warmest congratulations to the happy couple! May your love story be filled with countless cherished memories and happiness beyond measure.

With love and best
wishes, [Your Name]

4. **Congratulations on New Baby:**
Subject: Congratulations on the Arrival of Your Little Bundle of Joy!

Dear [Name],

Heartiest congratulations on the birth of your precious baby [Baby's Name]! This is a moment of pure joy and happiness, and I could not be happier for you and your family.

Bringing a new life into the world is a miraculous event, and I have no doubt that you will be amazing parents. May your little one fill your lives with laughter, love, and endless unforgettable moments.

Parenthood is a journey filled with challenges and rewards, but the love you have for your child will guide you through it all. Cherish every milestone, from the first smile to the first steps, and create cherished memories that will last a lifetime.

Once again, congratulations on your new bundle of joy!
Wishing you all the love and happiness in the world as you embark on this incredible adventure of parenthood.

Warmest regards,
[Your Name]

These letters can be used as a template and personalized further based on the specific occasion and the relationship you have with the recipient. Remember to be genuine and heartfelt in your congratulations!

**Sample 2: Letter of Apology**

Dear Amna,
The past few days, I have done a lot of hard thinking about what happened

last week between us. I feel incredibly sorry for what happened and take full responsibility for the incident. I know you are very angry at me, and I apologize for everything. I decided to write you this letter because our friendship is too valuable to lose over a silly argument. It was a circumstance that I could have handled better. Both are a chance to understand one another better. I am very sorry that you never gave me a chance to speak. This letter will give us a special letter from me saying that I truly value our friendship and promise never to let such unpleasantness happen again.

Hifza

**Sample 3:** The
Editor, The Daily
"News", Rawalpindi.

Sir,

Television plays a significant role in our life. Television is meant to provide entertainment for its viewers, which it miserably lacks. It has everything except recreation. It is often better to sleep ted and have sweet dreams than to watch television. Dramas have sub-standard quality, with various commercials to test our nerves. Even news is politically influenced. Music, songs, and dramas are worth watching, not entertaining and informative.

Briefly, television is going backward. It should be entertaining, educating, informative, and exciting. I request you to give a wake-up call to the television administration.

Yours Truly,
Ilyas

**Sample 3:** Letter Showing Appreciation
House No 50,
Al-Haram Town
Peshawar

Dear Asad,

I honor your effort in leading your team's current project. Many of our employees appreciated the one-on-one guidance and support you provided them with, especially when the deadline was approaching.

All the team members have the uttermost confidence in your leadership skills, and I am happy to see you yield so much success. Additionally, I will see to it that your hard effort yields noticeable outcomes.

Regards,
Zia

**Sample: 4** Letter Expressing Thanks

House No.56
Street 7,
Mardan.

Dear Zaid,

Assalam-o-Alaikum! I received the English books for which I had requested you. I am grateful to you for this favor. I know that you do not borrow books. I have started studying a book which seems very interesting. I promise to return these books to you as early as possible, and I assure you that I will keep them with great care. Thank you again.

Yours sincerely,
Ahmad

**Sample *5*:** Read the Letter from Sufyan to his Friend

Mahad. House No.56
Street 7,
Mardan.

Dear Mahad,

It gives me hearty pleasure to congratulate you on getting your new car. I am so happy you will bring your new car—many congratulations to you and your family.

You had long been thinking about switching to a four-wheeler, and finally, you did it. I am feeling so happy for you. All I hope is that you explore new destinations, make friends with new people, and know the world more with your new ride. Your new car is a great choice, and I liked the design. I hope you drive safely and take good care of your new car. You should take insurance for the new car and complete the paperwork for your new ride very soon before traveling. I am sure you will miss your old ride, but life is about bringing in new and worthy changes, and this change would surely be a massive booster in your life.

Indeed, your hard work and dedication have resulted in you being able to take good leaps in your life, and this addition of a new car is just the beginning; it is another addition to the long list of things you envy. I hope you gather all the beautiful memories with your new car, and may you go on journeys near and far. Congratulations.

Yours,
Sufyan

The above sample is an 'informal, personal, friendly letter.' Now let us examine the parts of this letter: or The Address: Muhammad Saleem has written this letter, so he is the sender. Note the position of Rasheed or

the sender's address carefully. The sender's address should be written at the top right-hand corner of the letter. Every letter must have the sender's address.

Now look closely at how each item in the address is written:

The house number: House 56
The street number or name: 5
The town or city: Mardan
The name of the country:

Only put the name of the country if you send the letter abroad. If it is sent within the country, there is no need for the country's name. Write the date as follows the full address is complete.

Notice the punctuation in the address of the above letter. Each line ends with a comma except the last line before the date, which ends with a complete stop. Use commas after the greeting or salutation in a personal letter and after the complimentary closing in all letters.

**Greetings**,
Dear Mahad,
My dearest Usman,

**Closing**:
Sincerely,
Truly yours,

## 4. APPLICATION

This section is an application section. This section will teach you to form and use important types and examples.

### 4.1. Writing Job Application Letter

You have learned how to write 'informal letters in the previous units. In this unit, you will learn about writing a job application letter which is a type of formal letter. For most jobs, you will need to apply for writing and usually must prepare two types of formal documents or letters, a job application.

In this section, we will only give you practice in writing a job application letter.

Please note that the job application letter should be brief, no more than one page in length. It should be easy to read and include only the necessary information. A job application letter should be composed appropriately and styled to make a good impression. No employer wants to hire people who cannot communicate or write effectively. Writing an effective

job application letter is an important skill. The following elements will constitute the layout of a formal letter, particularly a job application letter.

- Letterhead
- Name and Address
- Date
- Reference
- Salutation
- Subject
- Main Message
- Signature
- Enclosure

### 4.2. Letterhead

If you are already working somewhere, then use the letterhead which includes the company's or institution's name, address, telephone number, fax number, and email address.

### 4.3. Name and Address

Always include the recipient's name, address, and job title if appropriate. Double-check that you have the correct spellings.

### 4.4. Date

Always date your letters. Never abbreviate January to Jan. 4. Reference: This is optional. Adding 'REF' is a good idea if you have a large volume of correspondence and want to refer to the earlier ones, but these days word processors have made keeping records of correspondence an easy task.

### 4.4. Salutations

The type of salutation depends on your relationship with the recipient. Common salutations are 'Dear Sir/Madam.'

### 4.5. Subject

Again, this is optional, but its inclusion can help the recipient understand the aim or theme of your letter. It should be placed one line below the greeting.

### 4.6. Main Message or Body

It contains one or more paragraphs, each dealing with one point only.

### 4.7. Signature

Your signature should follow the typed version of your name and your job title.

**4.8. Enclosures**

If you include other material in the letter, put 'Enclosure. 'Enc,' or Encs, as appropriate, is written two lines below the last entry.

Here is a Sample Formal Job Application Letter
Formal job application letter:

[Your Name]
Askari Apartment, Lahore, Pakistan
[Date - Two spaces after your
address] 13th November 2010

Mr. Hasnain Zaidi
Eastern Community Services
104 Ghalib Road, Gulberg, Lahore, Pakistan

Dear Mr. Zaidi,

I am writing to apply for the position of Software Assistant that was advertised in The Dawn newspaper on Saturday, November 10, 2010.

I have almost completed my BSc studies with excellent results in subjects such as English, Information Technology, General Math, and Legal Studies. Among these subjects, I found Information Technology particularly intriguing, and I am eager to work for an organization that provides opportunities for training and growth in this area.

During my academic journey, I had the opportunity to gain practical experience through internships with Mobilink and Askari Bank. My attached resume provides detailed information about my educational background and internship experiences, and the references have confirmed my suitability for this type of work.

Your institution's recent upgrade and expansion have caught my attention, and it offers an excellent working environment. I am confident that my skills and commitment align well with the high-quality Information Technology services your organization provides.

Please find my resume attached, and I am available for an interview at your earliest convenience. You can reach me at the following contact details:

Telephone: 042-0000000

Mobile: 03000000000
Email: saleemsafi5@hotmail.com

Thank you for considering my application. I look forward to the opportunity to contribute to Eastern Community Services' success and growth.

Sincerely,

[Your

Name]

Note: In the revised version, I made corrections to the formatting, punctuation, and grammar to ensure a more professional and polished letter. Always double-check the accuracy of the recipient's name, company details, and your contact information before sending the application.

**Summary Points**

Your job application letter's introductory paragraph should state why you are writing. Mention the position title and where and when it was advertised.

**The Main Body**

Letters of a job application should include a primary body of no more than two to three paragraphs. This is where you outline your qualifications and the reasons an employer should read your resume and give you serious consideration for the position. It will help if you highlight your areas of expertise or the number of years of experience while summarizing your experience and talents. Or how many years of experience you might have.

**The Closing Paragraph**

A letter should request a specific action from the reader. Here's where you request an interview. In addition, you should provide your contact information and express gratitude to the receiver for allowing you to apply. Add a final sentence to the letter to complete it: "Yours truly" or "Yours sincerely." After a few blank spots for your signature, type your real name.

Make sure the job application letter is correct before mailing it.

Reread it. Make sure the letter pays special attention to the following:

- It is not too long
- There is no grammar or spelling errors\
- That you have answered the job requirements
- The application letter is easy to read.

Here is Another Sample Job Application Letter

Mr. Junaid Karim

XYZ Company

87 Delawala Road Clifton Karachi

August 8, 2022

Dear John,

I am writing to you to apply for the programming employment posted in the Daily Down on August 18, 2022. I include a complete job application, my credentials, my résumé, and three references as required.

The prospect is impressive, and I will be a perfect contender for this post because of my solid technical expertise and education. The following are some of the essential advantages for success in my role:

- Designed, developed, and supported live-use applications.
- Contributions to every customer's customer service.

I have a thorough grasp of the life cycle of a software development project. I have also had success acquiring and mastering new technologies when required.

Please refer to my résumé for further details about my experience. I may be reached at any moment on *555-555-5555* on my mobile phone. I appreciate your thoughts and time.

I am interested in hearing from you.

Sincerely,

Abdul Ahad Khan

Here is a job application. Read it carefully and notice that it has so many mistakes, such as: grammar, spelling, and punctuation mistakes, as well as mistakes in the layout. See how many you can find! Once you identify the mistakes, can you rewrite the letter avoiding the same mistakes?

18 August 2022

Majestic Hotel

Abdar Road Peshawar, Pakistan

Dear Asfandyar,

A copy of my resume is enclosed, and I am applying for the waiter position posted on "Metro" this morning. I hope my application will be thoroughly considered, and I await your response. I have been a waiter in Islamabad for the last five years; therefore, I now choose to work there. My previous employer may act as a referee.

I believe you primarily serve visitors from abroad; thus, my language abilities would be helpful. Additionally, I want to be fluent in Pashto,

Urdu, and Persian.

Yours faithfully,
Usman Ali

**5. Statement of Purpose (SOP)**

One of the core ingredients of a strong application when applying to study at a university overseas is your Statement of Purpose (SOP). A brief essay outlining your educational background, accomplishments, and objectives is called a statement of purpose. Here, you should discuss why you wish to attend the University of your Choice to pursue the chosen program.

A statement of purpose does this by highlighting your extracurricular achievements and passion for the university. It allows schools to learn about your personality beyond your academic record and helps determine your fitness for the campus culture. Plus, showing off your writing skills can be fun and creative. The statement of purpose is an essential piece of the application puzzle, as it affects whether you receive a Letter of Acceptance (LOA).

**5.1 Some Rules must follow**

- Go plagiarism free
- Keep your writing and things clear and clean
- Used eloquent language
- Do not make spelling and grammar mistakes
- Your writing should be convincing
- Highlight your life experiences and goals

**5.2 How to Write SOP**

Writing SOP is essential for any foreign university. Most of the time, students need help understanding the real purpose of writing and how to write it. Any statement should be written clearly and concisely. When writing anything to someone, a particular style of writing is adopted. You must be able to write it correctly. The university's admission committee looks more at the objective and its structure; from that, they determine whether you are eligible. If you tell them nicely and unmistakably, you can get a yes from them and be fired.

You must write it entirely differently, so you must get the admission committee's attention. Your intention in writing it should sound original; copying someone else is not okay. A simple introductory university wants to know some basic things from students; you must keep these things in mind because the university may not ask you those things openly. But you must respond as they expect. Let us clarify some points that you must keep in mind whenever you are writing an SOP. Things help to get noticed by the university.

- Why do you want to study in this university, why this university?
- What do you like about this country that you chose it?

- What do you find special about the field you want to pursue?
- Are you interested in research and if so how?
- What would you like to do after your studies?
- What are your expectations from us?
- Do you want to read by following a specific person?
- What are your hobbies apart from education?
- How do you view the traditions of different people?
- Why do you think you are uniquely qualified if we prefer you over someone else?

These are all questions you should consider defining your purpose. And you must tell a story that showcases your personality. The goal of stating your purpose relates to your own life; you must present yourself as a shining example of what you can do for a state in the future. Let us look at some strategies SOP should adopt to become powerful. In this, you should write your SOP in a story style because a statement that consists of just a few words will not be enough to explain yourself, so make yourself the character of a story. It is essential to describe how, as in stories, what decision to make, when, and how. You can express your truth better when you are in character in a story. Better literature than a statement looks more beautiful, and beauty creates attraction. If you are going to apply from one university to another, you will never write that I do not like this university and so and so, but you should write that you like the teacher whom you see. Hope wakes up inside you, which gives you a light, and you are choosing this institution for yourself because of this teacher, and you want to be approved so that you can study better and can pay attention.

Whatever story you write should be informative in quantity and quality; your story should not be like a thesis. You must present your story in a way that illustrates your experience. For example, if you want to explain that you have an approach in a book and want to learn more about it, you need to explain what you learned from it and where and how to use it. What did you like if you chose a religious book? You should write down what methods you learned from that book that you used to improve the environment.

It would help if you clarified why you chose to pursue this degree in your submission. Just saying I like it will never make a good impression. So, it would help if you described yourself in a certain way. You have to write something that covers your life; what event forced you to choose which one could provide you with a better path? You have to write down what skills you want to highlight. Do not write any S-words that suggest you are arrogant. Refrain from writing phrases you use in your everyday routine with your friends. A good and memorable way to write your speech will be impressive.

It must be clear why you need this item; you need to think deeply to state your purpose, which is why you need to find reasons for whatever you are writing.

Specify your written objective as needed. Frequently, students are

applying to multiple universities at the same time, and they only change the name of the relevant institution or a couple of words in their statement to the Lines. This method needs to be corrected, every university has its values, approach, and its own culture, and you will have to write according to them.

It would help if you formally wrote your purpose. As we mentioned above, you have to write your purpose in the style of a story, as in stories, a unique style that has no limits and is not crossed, nor is a more formal approach adopted. Write your writing as if you are talking to someone, but your style is sweet and respectful, and your words are full of sweetness, which gives the reader a safe way to understand what you are saying. You should avoid writing anything fun that makes fun of someone's personality, which goes down well. Also, avoid making your style too bright. And write it as politely as possible.

Do a self-analysis, remembering that your writing can reveal aspects of your personality and character. This writing is a means of testing you. You do not find it difficult to deal with challenges, and you can do them in a better way. You must make it clear how passionate you are about this quality education and that you are personally ready for it. Will you adopt a perfect role for a better future career? How will you guide students in a good way as a future teacher or helper?

Making up a story based on lies can never make P a good candidate. So, whatever the story is, it must be true. If you have nothing special to write, it is better to write everything regularly, whatever you have as a truth that does not show any excuses. Admissions officers are also experts in psychic reading; they can tell the truth of your story from your words. If you associate your identity with another personality, they will easily understand, and without hesitation, they will choose someone else over you. Just saying that we like research is not enough; something must be connected to it, and You must describe it well.

The statement of purpose is an excellent opportunity for you to address some of your issues. If you have a problematic academic background, had a gap year in your career, or had work-related problems, you can address them in the statement of purpose to reassure the admissions committee. Talking about your difficulties maturely while being as honest as you can. Instead of defending yourself, you can point out the natural causes of the issues, but more importantly, you can emphasize "how" you dealt with the problem and "what" you took out from experience. (Rao, 2022). For example, let us say you got all Cs or all Ds in one semester. Unless there is a compelling reason, it is often different from the academic profile that a reputable graduate school would desire from you. Spend some time and write a few words outlining what occurred.

If you have a medical issue during the exam period, suffered an emotional blow during this time, suffered a personal loss, or had to take on more family responsibilities other than your studies, you can mention this in your statement. But more importantly, you should remember how your grades have improved since then and that you have a decent

grade point average in the discipline. If you can make this story good enough for the committee to empathize with you, your story will reinforce the admissions committee's image as a mature student with the skills to "take on extra challenges" even when the odds are not in your favor, and "finish on time."

Lastly, you must do this and have a complete record of the university you are writing. Why do you like this university, and why have you chosen this university? You should explain why you prefer it over other universities. Please do not repeat this mistake; remember that you wrote it best; this is wrong. Check with your professor, whom you know personally. Some of the words you write about aspects of your life may not reflect your personality, but they may convey a better message to a teacher, so ask your professor about your SOP and review it.

## 6. Curriculum Vitae

6. A Curriculum Vitae (CV) is a comprehensive document derived from the Latin term "course of life." It serves as an in-depth record, detailing the entirety of your professional journey. A CV encompasses various aspects, such as education, professional career, publications, honors, awards, and other significant achievements. This extensive document is primarily utilized for academic applications, including job positions, grants, and research fellowships. While typically spanning two or three pages, a CV can extend to ten or more pages if necessary (Tomaszewski, 2022).

### 6.1 What to Include in a CV

- Contact Information
- Research Objective, Personal Profile, or Personal Statement
- Education
- Professional Academic Appointments
- Books
- Book Chapters
- Peer-Reviewed Publications
- Other Publications
- Awards and Honors
- Grants and Fellowships
- Conferences
- Teaching Experience
- Research Experience / Lab Experience / Graduate Fieldwork
- Non-Academic Activities
- Languages and Skills
- Memberships
- References

**Resume**

A resume or résumé is a French word for "to sum up". It is a concise document used for job applications. It helps provide recruiters with a brief overview of the candidate's work history. A good resume should be targeted at a specific job and be one to two pages long.

## 6.2 Curriculum Vitae vs. Resume: Format and Content

The CV is a detailed account of your academic achievements. Hence its length varies. In contrast, a resume gives a succinct overview of your abilities and experience for a particular employment. Hence its length is often shorter and determined by years of experience (generally 1-2 pages).

People applying for fellowships, grants, postdoctoral jobs, teaching and research roles in higher education, or high-level research positions in business utilize CVs. Applications for graduate school frequently ask for a CV, but, they seek a resume that lists all publications and summaries of research projects.

Many European nations refer to all job application materials, including a resume, as a CV. The terms "CV" and "resume" are occasionally used synonymously in North America. It is preferable to get clarification if you need clarification on the type of paper to submit.

### 6.2.1. Resume

- Emphasize skills.
- Used when applying for a position in industry, non-profit, and public sector.
- It is no longer than 2 pages, with an additional page for publications and/or poster presentations if highly relevant to the job.
- After 1 year of industry experience, lead with work experience and place education section at the or near the end, depending upon qualifications.

### 6.2.2. CV

- Emphasizes academic accomplishments.
- Used when applying for positions in academia, fellowships and grants.

**6.3** Length depends upon experience and includes a complete list of publications, posters, and presentations.

- Always begins with education and can include name of advisor and dissertation title or summary (see examples)
- Also used for merit/tenure review and sabbatical leave

### 6.4 CV Specimen

| [Your Name] | [Curriculum Vitae] | |
|---|---|---|
| [Street Address, City, ST Zip Code] | [Telephone] | [Email] |

- **Objective**

[To replace tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, do not include space to the right of the characters in your selection.]

- **Skills & Abilities**

[On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.]

- **Experience**

[Job Title] — [Company Name] [Dates from] — [to] [This is the place for a summary of your key responsibilities and most stellar accomplishments.]

[Job Title] — **[Company Name]** [Dates from] — [to] [This is the place for a summary of your key responsibilities and most stellar accomplishments.]

- **Education**

[School Name] — [Degree, Location] [Dates from] — [to] [You might want to include your GPA here and a summary of relevant coursework, awards, and honors.]

- **Communication**

[You delivered that big presentation to rave reviews. Do not be shy about it now! This is the place to show how well you work and play with others.]

- **Leadership**

[Are you president of your fraternity, head of the condominium board, or a team lead for your favorite charity? You are a natural leader—tell it like it is!]

**1. Technical Report**

An impartial, factually written scientific document that communicates information on technical research is known as a technical report. This technical report consists of three main features of the research, i.e., process, progress, and associated results. Some standard fields in which

technical reports are used are agriculture, engineering, physical, and biomedical sciences. Therefore, such complex information should be conveyed through a report that is easy to read and practical. Now, how do we judge the level of readability? The answer is simple – by knowing our target audience. A technical report is considered a product that accompanies your research, such as a guide.

You study a product's target audience before you build it, right? Similarly, before writing a technical report, you should remember what your reader will be. Whether they are professors, industry professionals, or even customers who want to buy your project – studying the target audience enables you to start crafting your report. It gives you an idea of the current knowledge level of the reader and how much information you need in the report.

Many people put less effort into the report than the original research. Which is only fair? You have already done so much work; why go through the whole process again to create a report? Let us move on to the second part, discussing why writing a technical report is essential to your project.

## 7.1 Importance of Technical Report Writing

### 7.1.1. Effective Communication

Technical reports are used by industries to communicate relevant information to top management. This information is then used to make important decisions that will affect the company in the future. Examples of such technical reports include proposals, regulations, manuals, procedures, applications, progress reports, emails, and memos.

### 7.1.2. Proof of your Work

Most of the technical work is supported by software. However, there are no plans for graduation. So, if you are a student, your technical report serves as the only proof of your work. It shows the steps taken for your research and appreciates your efforts for better assessment.

### 7.1.3. Organizes Data

A technical report is a concise, factual piece of information that is organized and designed in a standardized manner. It is a place where all the project data is written in a compact manner that can be easily understood by the readers.

### 7.1.4. A Tool for Evaluating your Work

Professors and supervisors evaluate your research project primarily based on its technical writing. If your report is accurate, clear, and understandable, you will get a good grade.

## 7.2. How to Write a Technical Report?

When writing a technical report, you can follow two approaches,

depending on what suits you best.

**Top-down Approach:** In this, you structure the entire report from title to sub-sections and conclusion and then start putting the matter into related chapters. It allows a defined flow to your thought process and thus also helps with time management.

**Evolutionary Delivery:** This approach is suitable if you are someone who believes in 'go with the flow. Here the writer writes and decides when the work proceeds. It gives you a wider horizon of thinking. You can even add and edit parts when a new idea or inspiration strikes.

### 7.2.1. Structure

A technical report should have a defined structure that is easy to navigate and clearly conveys the purpose of the report. Here is a list of pages, arranged in the order you should include in your technical report.

### 7.2.2. Cover Page

This is the face of your project. Therefore, it should include the title, author's name, and institution's name along with its logo. It should be a simple but eye-catching page.

### 7.2.3. Title Page

In addition to all the information on the cover page, the title page also informs the reader about the status of the project. For example, Technical Report Part 1, Final Report, etc. The name of the guardian or supervisor is also listed on this page.

### 7.2.4. Summary

Also referred to as the executive summary, this page provides a concise and clear overview of the project. It is written in such a way that only the reader of the summary can get the complete information of the project.

### 7.2.5. Foreword

This is a declaration page in which you state that you have given due credit to all sources and that no part of your research is plagiarized. Conclusions are based on your own experiences and research.

### 7.2.6. Dedication

This is an optional page where an author wishes to dedicate their study to a loved one. This is a small sentence in the middle of a new page. It is used in most of these.

### 7.2.7. Acknowledgment

Here, you acknowledge the groups of people and institutions that

helped you in the process or inspired you by the idea.

**7.2.8. Table of Contents**

Each chapter and its sub-chapters are carefully divided into sections for easy navigation through the project. If you added symbols, a page with the same name is also created. Similarly, if you have used a lot of graphs and tables, you need to create a separate content page for them. Each of these lists starts on a new page.

**7.2.9. Introduction**

Introduction marks the beginning of your project. On this page, you must clearly define the context of the report. It provides the project goals, objectives, questions you answered in your report, and sometimes an overview of the report. Note that your conclusion should answer objective questions.

**7.2.10. Main Chapter(s)**

Each chapter should be clearly defined with sub- and sub-sub-sections if required. Each class should have a purpose. Keep the following factors in mind while writing the main chapter. Clearly state the purpose of each chapter in its introduction. Any assumptions you are making about this study should be mentioned.

For example, if your report is targeting a global or a specific country. A report can has several assumptions. Your work can be overlooked if it is not mentioned every time, you discuss the topic. The results you present should be verifiable and not based on your opinion. Each conclusion drawn should be linked to some central chapter.

**7.2.11. Conclusion**

The purpose of the conclusion is to conclude everything and everything that you have discussed in your project. Mention the outcomes of each chapter, the goals to be reached, and the extent to which the given goals were achieved. Discuss the implications of the results and the main contribution of your research.

**7.2.12 Appendix**

These are used for complete sets of data, long mathematical formulas, tables, and figures. Items should be mentioned in the appendix in the order in which they were used in the project.

**7.2.13. References**

This is a very important part of your report. It cites the sources from which the information has been taken. These can be figures, statistics, graphs, or word-for-word sentences. Absence of this section may put you at legal risk. When writing references, give appropriate credit to sources and show your support for others who have studied the same genre.

### 7.2.14. Bibliography

Many people get confused between references and bibliography. Let us clear it up for you. Citations are original material that you refer to in your research, which was previously published by someone else. Whereas a bibliography is an account of all the data you read, are influenced by, or gain knowledge from, which is not necessarily a direct part of your research.

## 7.3. Difference between Formal and Informal Reports

Formal and informal reports are the two most common types of business reports. When a report is highly structured and long in size, it is called a formal report. On the other hand, when a report is less structured and smaller in size, it is called an informal report. These two types of reports differ in many ways. The main differences between them are as follows:

### 7.3.1. Formal Report

Reports which are prepared in a prescribed form, to the proper authorities in accordance with some established procedures are called formal reports.

- **Report Form:** A formal report is highly structured and prepared in a fixed format. Most formal reports are always written in a manuscript (narrative style) format.
- **Purpose:** Formal reports are written to assist management in making long-term and strategic decisions.
- **Purpose:** The purpose of a formal report is to assist in decision making by providing an effective recommendation.
- **Length:** It is long in size. Formal report size is large. It usually includes some special pages (e.g., prefatory page) that do not appear in short reports.
- **Distribution:** In most cases, formal reports are sent to top-level executives and outside parties.
- **Nature of the Problem:** Formal report deals with complex and non-recurring problems. It is analytical and systematic in nature. It deals with key complex issues.
- **Frequency of Writing:** Formal reports are rarely written.
- **Writing Responsibility:** This type of report is usually written by internal or external experts.
- **Use of Visual Aids:** This type of report makes extensive use of visual aids to present facts and findings.
- **Writing Style:** This report follows an inductive (indirect) and impersonal writing style. A formal report, on the other hand, analyzes and interprets the drawing results and makes recommendations.
- **Recommendation:** A recommendation is an integral part of a formal report.

### 7.3.2. Informal Report

An informal report is one that is not prepared by following a set rule or formal process.

- **Report Format:** An informal report has less structure, and it is less important to follow a prescribed format. Most informal reports are written in the form of memorandums and letters.
- **Purpose:** The main purpose of an informal report is to present facts that help managers make business decisions.
- **Purpose:** Conveying routine messages and assisting in routine tasks are the main purposes of an informal report.
- **Length:** It is short in size. An informal report is smaller in size. This report is usually completed in one or two pages.
- **Distribution:** The brief report is circulated within the organization.
- **Nature of the Problem:** Informal reports deal with less complex and recurring problems. It is not procedural in nature. This report deals with schedule matters.
- **Frequency of Writing:** It is written very frequently even daily once a week.
- **Writing Responsibility:** These reports are usually written by a subordinate.
- **Use of Visual Aids:** Visual Aids are rarely used in this type of report.
- **Writing Style:** This report follows a deductive (direct) and personal writing style. Informal reports follow a deductive writing style. A brief report highlights the facts and specific recommendations. It avoids analysis and inclusion of supporting information.
- **Recommendations:** Recommendations are not required in an informal report.

## 8. Progress Report

A progress report is a document that details how much progress you have made in completing your ongoing project. A progress report is a management tool used in all types of organizations, which outlines the tasks completed, activities performed, and goals achieved according to your project plan. In the progress report, you specify any or all the following:

- Amount of work completed.
- What part of the work is currently in progress?
- Problems or unexpected things that have occurred?
- What work is pending?
- How is the project going in general?

### 8.1 Why is Progress Report Important?

No project manager wakes up thinking "I wish I could make reports for my supervisor and team all day"! We got it. Writing progress

reports is not much fun. However, you know that writing progress reports is part of the deal. Progressive reporting calls for understanding goals and communicating with your team or client to reveal information closely related to said goals. Whether the report is about updating investors, marketing performance, or resource management. These reports let everyone see what is going well and what is not. It also helps managers to see the overall success or failure of projects. Additionally, progress reports help to:

- **Making Information Transparent**

The glue that holds any relationship together is visibility and transparency. A well-defined progress report shows directly how your work affects the project's bottom line and reveals rights and wrongs. By adding transparency to your project plan, you can build an unprecedented level of credibility and trust with your team and clients.

- **Encourage Constant Interaction**

Creating and discussing progress reports results in constant communication and keeps everyone on board. Constant communication with others on a weekly or monthly basis ensures a clear understanding of roles and responsibilities.

- **Improve Project Evaluation and Review**

Past progress reports will help you pinpoint flaws and systemic issues, and document review to determine what went wrong, what can be fixed, and areas for improvement.

- **Provides Insight into Future Planning**

When a progress report shows all the delays that have occurred, the supervisor or project manager can monitor and investigate the problems that have hindered progress and take additional steps to prevent them from occurring in the future.

## 8.2. How to Write a Progress Report in four Easy Steps?

Progress reports are essential documents for tracking project plans and initiatives, but if readers and writers are not coordinated, these reports can be a hit- or-miss exercise for everyone involved. So, here are some steps to help you get the right information to the right people at the right time.

**Step (1)**

**Explain the Purpose of your Report**

There are many reasons for writing a progress report. Obviously, for many of them, it is to brief the progress and status of the project. Readers will also want to know detailed information about the objective of the project, its duration, and other important insights.

**Step (2)**

**Define your Audience**

Once you have determined the purpose of writing a progress report, consider the type of audience you will be targeting and the details that your readers are going to recognize in the report. These could be what decisions your readers need to make after reading the progress report, information they need to know to effectively monitor and participate in the project, etc.

**Step (3)**

**Create a "Work Done" Section**

In this section, you should describe everything that has already been done and the best way to do this is to mention the completed tasks in chronological order. You can specify dates, tasks you and your team were working on, information on key results, etc.

**Step (4)**

**Summarize your Progress Report**

In the Summary section, provide the necessary details about the work to be done and completed. Also, a brief description of the problems your team is facing, your supervisors' recommendations for solving them, and whether any help is needed with the project.

**Result**

A well-designed progress report is like the pulse of a project! It defines your relationship with your readers, highlights all updates—big or small, and keeps everyone on the same page. Remember, depending on the complexity and scope of the project, you may need to share your progress reports on a weekly or monthly basis for better efficiency.

Once you follow all the steps mentioned above, your reports will feel like a breath of fresh air to your readers, making you look credible and professional.

**9. Feasibility Report**

A feasibility study assesses several suggested project courses or solutions to determine their viability. The person preparing the feasibility report evaluates the feasibility of various solutions and then selects their recommendations for the best solution. They then offer their suggestions and deliver a feasibility report to their employer.

A feasibility report's goal is to evaluate the viability of a potential project or solution pathway and choose the best one. A feasibility report outlines many strategies for solving a problem or doing a project and aids readers in determining the viability of each strategy. Based on the assessment described in the report, readers can decide whether the report's recommendations are best followed. Making the best options for

projects and challenges may be made by businesses with the aid of this detailed review of various techniques.

### 9.1 Sections to Include in Feasibility Report

Feasibility reports may vary from company to company, and you may receive specific instructions from your company about creating your feasibility report. However, most feasibility reports usually include a few key sections:

### 9.2. Executive Summary

One of the first components of a feasibility report is the executive summary.

An executive summary can help your readers understand the main points of your report and help them read an overview of the report. Your executive summary can be short and be sure to write it clearly and concisely. Some elements to consider in your executive summary are:

- A brief description of what is in your report, including the problem you are solving or the project on which you are working.
- Notes on key ideas from your research or key information from your report.
- A comprehensive explanation of how the project or problem relates to your company's overall mission.
- The goal in writing your executive summary is to keep it short and to the point, as you may go into more detail in your report.
- Although the executive summary is one of the first elements of a report, many people choose to write their executive summary after they write their report to make it easier to determine what information to include.

### 9.3. Introduction

Another essential component of a feasibility report is the introduction. After the executive summary, you can write an introduction explaining the problem or project and the proposed approach. Like your executive summary, your introduction can be general and brief, as you can go into more detail later in the report.

### 9.4. Background and Context

The feasibility report should also include background and context. This section is essential to help those who read the report understand essential contextual information. For example, discussing different approaches to a project, you can include the project's history and goals in your background and context section. Evaluating different solutions to a problem can explain where the problem comes from and how it affects your company. It can prime your audience to understand the feasibility of different approaches.

### 9.5. Evaluation Criteria

You can also add a report section that explains your evaluation criteria. This section helps readers of your report understand how you evaluated the feasibility of different approaches and why you arrived at your recommendation. Your evaluation criteria may include:

- Financial costs: Companies usually consider the financial impact of a project before taking action, so financial costs can be one of the criteria in your feasibility report.
- Tax implications: You can evaluate different methods based on how they will change your company's taxes as another criterion.
- Public perception: Certain projects or issues can affect the public perception of your company, so you can assess how different approaches in your feasibility report will affect the public perception of your company.
- Environmental Impact: If your company values environmentally friendly choices, you may consider including an approach to environmental impact in your report.
- Requirement of resources: You may need some resources for different methods, so you can evaluate the resources required as one of your criteria.

### 9.6. Evaluation of the Solution

This section fulfills the purpose of a feasibility report to determine the feasibility of solutions and project paths. An essential part of the feasibility report is the evaluation of the solution part. The evaluation section is where you compare methods based on your evaluation criteria. The evaluation process leads you to make your recommendation on the best approach.

### 9.7. Result

You can summarize your report and restate your main points in the concluding section. This section can be short and include a quick explanation of the pros and cons of each approach discussed. The purpose of this section is to remind your readers how you evaluated each approach before making your final recommendation.

### 9.8. Final Recommendation

The final section of the feasibility report contains your direct recommendations on the best way forward. In this section, which can be short, you can explain whether the solution is viable and why you think it is the right choice. The key to writing the final recommendation section is to state directly what your recommendation is and why.

### 9.9. Feasibility Report Template

Here is a template you can use to guide you in writing your feasibility report: [Title of Feasibility Report]

**Executive summary**

[This section includes a brief description of the content of your report, including the problem you are solving or the project on which you are working.]

**Introduction**

[This section is an introduction to the problem or project and proposed methods.]

**Background and Context**

[This section contains important contextual information.]

**Evaluation Criteria**

[This section describes your criteria for evaluating approaches.] [Quality]

**Evaluation of the Solution**

[This section is where you compare different methods based on your evaluation criteria.]

**Result**

[This is the section where you summarize your report and repeat your main points.]

**Final Recommendation**

[This section includes your direct recommendation for the best way forward.]

# UNIT THREE

## *RESEARCH WRITING*

### 1. Plagiarism

Your sources must be cited in academic writing. Plagiarism accusations might result if you do not do that. Moreover, to avoid plagiarism, you need to:

- Verify your work style manual and consistently apply the correct referencing style in your writing.
- Cite every source you use in your work.
- Do this for direct quotes and any passages where you paraphrase another author's ideas.
- Place all quoted text in quotation marks and cite the source.
- List all sources in a reference list or bibliography.
- Proper reference will also demonstrate your academic writing skills, which can earn you valuable extra marks on an essay.

### 2. Research Proposal

#### 2.1. Purpose of a Research Proposal

In a research proposal, the purpose is to present the writer's plan for the research they wish to conduct. In certain situations, obtaining money for the proposed research is an element of this objective. A research proposal may occasionally be required as a graduate school application. In others, the research must be approved by the author's supervisor or department in order for them to proceed with it. Research proposals have the same format in all these circumstances.

The author of a research proposal explains how and why their study is pertinent to their area. They show that work is necessary to:

- Filling gaps in the existing body of research on your topic
- Underscoring existing research on your topic and/or
- Adding new, original knowledge to the academic community's current understanding of its subject.
- Additionally, a research proposal shows that the author can conduct the research and contribute meaningfully to the current state of their

field.

- To do this, your research proposal must review your educational history and qualifications and show that your suggested concepts have academic significance.

However, more than demonstrating your research's validity and ability to carry it out is required to get your research proposal approved. Your research proposal should also cover:

- The research approach you intend to take.
- The methods and tools you will employ for gathering, analyzing, and interpreting data.
- Explain how your research fits into the financial limitations and other restrictions associated with running it via your institution, department, or academic program.

If you have already read our literary analysis post, you might think that a research proposal is similar. They are not the same thing, though—a literature review is part of a research proposal. The section covers the sources you are using, how you are using them, and why they are relevant. Think of the literature review as a small research proposal that fits into your more significant main proposal.

### 1.2. How Long Should a Research Proposal be?

Research proposals for bachelor's and master's theses are usually a few pages long—research proposals for Master's projects, such as Ph.D. Dissertations and funding applications are often longer and more detailed. A research proposal's objective is to outline what your research will do and achieve clearly, so including the proposal's word count or page count is not as important as ensuring That all necessary elements and materials are present.

### 2.3 Research Proposal Structure

The format of a research proposal is quite simple. The following components are often included in all research proposals to accomplish the objectives outlined in the preceding section.

### 1.3.1. Introduction

Your introduction serves a few purposes:

- Introduce your topic.
- A statement of your problem and the questions your research aims to answer.
- Provides context for your research.
- An introduction to a research proposal might include a few paragraphs. Although it should be brief, avoid trying to fit all your information into a single paragraph.
- In some circumstances, your research proposal must have an abstract and a table of contents.
- Prior to the introduction, they are included.

### 1.3.2. Background Knowledge

This is where you explain why your research is essential and how it relates to established research in your field. Your work can complement, strengthen, or even challenge existing research, it does not matter if your work will "play" with the work of other researchers or you. This must be expressed in detail in your research proposal.

This is also the section where you clearly define the current problems that your research will address. By doing this, you are explaining why your work is essential—in other words, it's where you answer the readers. The background importance section will also outline how you will conduct your research. If necessary, note which relevant questions and issues you will not cover in your research.

### 1.3.3. Literature Review

A literature review is more than just a reference list (that is what your bibliography is for); It looks at the chosen sources and explains how you use them in your research. You introduce each source you want to use in your study in your literature review. This comprises books, research papers, historical studies, and the data they include.

### 1.3.4. Research Design, Methods, and Schedule

**Research Design, Methods, and Schedule**

The research design, methods, and schedule are essential components of any study, as they outline the approach, data collection methods, and timeline for the research. In this section, we will discuss the following topics related to the research:

**1. Research Methodology:** The research methodology used in the study will be either qualitative or quantitative. If it is qualitative, the focus will be on understanding and interpreting subjective experiences and perspectives. In the case of quantitative research, the study will involve the collection and analysis of numerical data to establish patterns and relationships.

**2. Data Collection:** The data for the research can be obtained through two main approaches: using data gathered by other researchers or collecting unique data for the current study. If existing data is utilized, its reliability and relevance will be thoroughly assessed. Alternatively, if unique data is to be collected, specific data collection methods will be chosen.

**3. Research Type:** The study may be classified as empirical, correlation, or descriptive research, depending on its primary objective. Empirical research involves systematic observation and experimentation to establish cause-effect relationships. Correlation research seeks to determine the relationship between variables without manipulating them. Descriptive research aims to provide a detailed account of the characteristics of a particular phenomenon.

**4. Study Population:** A clear description of the population under study will be provided. This will include defining the target group or

individuals who will be the focus of the research.

**5. Subject Selection and Data Collection:** The methods for subject selection and data collection will be outlined. This may involve random sampling, stratified sampling, or other techniques, depending on the research design. The data collection process will also be described, which may include surveys, interviews, observations, or experiments.

**6. Data Collection Tools:** The specific tools and instruments that will be used to collect data will be identified. This may include questionnaires, interview guides, observation protocols, or experimental setups.

**7. Data Collection Methods:** The methods used for data collection, such as conducting surveys, carrying out experiments, or observing phenomena, will be explained. The reasons for selecting these methods and their appropriateness for the research objectives will also be justified.

In addition to the above, the following elements will also be included in this section:

1. **Research Timeline:** A detailed timeline of the research activities, from the initial planning phase to data collection, analysis, and reporting, will be provided. This will help in managing the research process efficiently and meeting the project deadlines.
2. **Research Budget:** An estimate of the research budget, including expenses related to data collection tools, participant incentives, travel, and any other relevant costs, will be outlined. This will ensure that the research stays within budget constraints.
3. **Potential Obstacles and Mitigation Plan:** Anticipated challenges and obstacles that may arise during the research will be identified. A contingency plan to address these issues will also be formulated to ensure the smooth progress of the study.

By covering these aspects comprehensively, the research design, methods, and schedule will provide a clear roadmap for the study and enable effective execution and analysis of the research project.

### 1.3.5. Analysis, Assumptions, and Implications

Although you will know the results of your research once you do the work, you should plan how your work will contribute to your field. This section is the most important to your research proposal argument because it explains exactly why your research is Implication. Make sure you include the following in this section:

- In any way, your work can challenge existing ideas and assumptions in your field.
- How your work will form the basis of future research.
- The practical value that your results will provide to practitioners, academics, and other academics in your field.
- The problems your work can help solve.
- Policies that may be affected by your results.
- How can your findings be applied in academia or other settings, and how will you improve or otherwise change those settings?

In other words, this section is about something other than telling you the specific results you expect. Instead, this is where you describe how your results will be valuable. The results are where you wrap it all up. Your conclusion section, just like your concluding paragraph of an essay, briefly summarizes your research proposal and reinforces the stated purpose of your research.

### 1.3.6. Bibliography

In addition to your literature evaluation, it is essential to include a bibliography in your research work. Unlike the literature review, which discusses the value and relevance of chosen sources, the bibliography simply lists the sources and their authors.

Formatting references in a bibliography can vary depending on the style manual used. The three most used academic style manuals are MLA, APA, and Chicago, each with its own set of rules and specifications. It is crucial to follow the specific requirements of the chosen formatting style when acknowledging various sources, including photographs, websites, speeches, and YouTube videos.

Sometimes, a complete bibliography is optional, and in such cases, a reference list along with a short list of cited sources may be sufficient. If you are uncertain about what to include, do not hesitate to seek guidance from your supervisor for assistance.

By properly formatting and including a bibliography in your work, you ensure that all the sources you have referenced are appropriately credited, enhancing the overall credibility and academic integrity of your research.

## 1.4. How to Write a Research Proposal

All academic writing is written in a formal, objective style, including research proposals. Remember that academic writing relies heavily on conciseness. Formal does not mean flowery. Your study proposal must be presented logically and straightforwardly. Follow the structure described above. Your reader knows how a research proposal should read and expects it to conform to that template. The final section should answer each question the reader may have while reading your proposal.

Writing a research proposal requires a structured and concise approach to effectively communicate your study's objectives and significance. Here are the steps to write a research proposal:

**1. Title:** Provide a clear and informative title that captures the essence of your research project.

**2. Introduction:** Begin with an introduction that provides background information on the topic, highlights its significance, and presents the research problem or question you aim to address.

**3. Research Objectives:** Clearly state the specific objectives of your study. What do you intend to achieve through your research?

**4. Literature Review:** Summarize the relevant literature related to your research topic. Discuss the key theories, findings, and gaps in knowledge that your study aims to address.

**5. Research Methodology:** Explain the research methodology you will use— whether it is qualitative or quantitative. Describe the data collection methods, instruments, and analysis techniques you plan to employ.

**6. Study Design:** Outline the study design you will follow, whether it is experimental, observational, or case-based.

**7. Sampling:** Describe the target population and the sampling method you will use to select participants for your study.

**8. Ethical Considerations:** Address any ethical concerns related to your research, such as participant consent, confidentiality, and data protection.

**9. Significance and Expected Results:** Explain the potential contributions of your research to the field and highlight the expected results or outcomes.

**10. Timeline:** Provide a detailed timeline for the completion of each phase of the research project.

**11. Budget:** Include an estimated budget for the research, outlining the costs associated with data collection, analysis, and any other relevant expenses.

**12. References:** List all the sources cited in your research proposal using the appropriate citation style (e.g., APA, MLA, or Chicago).

**13. Conclusion:** Summarize the key points of your proposal and emphasize its importance and potential impact.

Remember to maintain a formal and objective writing style throughout the research proposal. Avoid unnecessary jargon and ensure that the proposal follows a logical structure. Lastly, address any potential questions or concerns the reader may have while reviewing your proposal.

By adhering to these guidelines, you can create a well-organized and persuasive research proposal that effectively communicates your research goals and justifies the significance of your study.

### 2.5 Research Proposal Editing and Proofreading

Editing and proofreading are crucial steps in preparing a research proposal to ensure its clarity, accuracy, and overall effectiveness. Here is a guide on how to approach the editing and proofreading process:

**1. Step Back and Let It "Cool Down":** After completing the first draft of your research proposal, take some time away from it. This allows you to approach the document with a fresh perspective during the editing and proofreading stages. Giving your mind a break from the text can help you spot errors and inconsistencies more easily when you return to it later.

**2. Review for Structure and Coherence:** Start the editing process by reviewing the overall structure and coherence of your research proposal. Check that your introduction provides clear background information and sets the context for your study. Ensure that each section flows logically into the next, and that your objectives, methodology, and expected outcomes are well-defined.

**3. Check for Clarity and Conciseness:** Make sure your writing is clear and concise. Avoid using unnecessary jargon or complex language that could confuse the reader. Use simple and straightforward language to convey your ideas effectively.

**4. Address Grammar and Spelling Errors:** Proofread your research proposal for grammar, spelling, and punctuation errors. Look for subject-verb agreement, verb tense consistency, and sentence structure. Correct any typographical errors you come across.

**5. Verify References and Citations:** Ensure that all the sources cited in your proposal are accurately referenced and conform to the required citation style (APA, MLA, Chicago, etc.). Double-check the accuracy of each citation and the corresponding reference in your bibliography.

**6. Seek Feedback:** Consider sharing your research proposal with a colleague, mentor, or academic advisor for feedback. Fresh eyes may catch errors or provide valuable suggestions for improvement.

**7. Read Aloud:** Reading your proposal aloud can help you identify awkward phrasings or sentences that may not be apparent when reading silently.

**8. Proofread Again:** After making necessary changes based on feedback and your own review, proofread the document again to catch any remaining errors or inconsistencies.

**9. Format and Presentation:** Ensure that your research proposal adheres to any specific formatting requirements set by your institution or funding agency. Pay attention to font, margins, headings, and any other formatting guidelines.

**10. Final Review:** Before submitting your research proposal, perform a final review to confirm that all edits and changes have been appropriately incorporated.

By following these steps and taking the time to carefully edit and proofread your research proposal, you increase the chances of presenting a well-crafted and compelling document that effectively communicates the value and significance of your research project.

### 1.6. Common Mistakes to Avoid when Writing a Research Proposal

Avoiding common mistakes in writing a research proposal is essential to ensure its effectiveness and persuasiveness. Here are some pitfalls to avoid:

**1. Being Too Literal:** Maintain a formal and objective writing style but avoid using overly flowery language. Strive for clarity and conciseness in expressing your ideas.

**2. Failed to Cite Relevant Sources:** Ensure you cite and reference relevant

research studies in your field to demonstrate the significance of your work and your familiarity with existing literature.

**3. Focusing on Minor Issues:** Narrow down your research focus to address critical and key issues. Including too many questions or topics can weaken the core goal of your proposal.

**4. Failing to Provide a Strong Argument:** Remember that a research proposal is a persuasive essay. Convincingly present the value and importance of your research to the reader.

**5. Polish Your Writing:** Thoroughly edit and proofread your proposal to eliminate spelling or grammar errors and ensure a consistent and appropriate tone. A well-polished proposal enhances your credibility.

**6. Double-Check Your Work:** After editing, double-check your research proposal to catch any remaining errors and ensure its overall quality.

By avoiding these mistakes and meticulously crafting your research proposal, you increase the likelihood of getting approval for your study and showcasing your research in the best possible light.

Avoid these common pitfalls when writing a research proposal:

- Being too Literal
- As we already stated, formal does not equate too flowery.
- It would help if you strived to make your writing as succinct and direct as you could.
- The more succinctly you can state your intention and objective, the better.
- Failed to Cite Relevant Sources
- When doing Research, you are advancing the body of information on the subject you are discussing. Your research proposal should cite one or more historical pieces of research in your field and relate your work to these works in some way. It shows the relevance of your work and your familiarity with the field.
- Focusing too much on Minor Issues
- You should conduct research for a number of excellent reasons. Only some of these justifications must be included in your study proposal.
- Incorporating too many questions and topics in your research proposal might weaken your core goal and weaken the project.
- Save the trivial issues for your research paper and cover only the critical, key issues you want to address in your proposal.
- Failing to Provide a Strong Argument for your research
- Since this method is far more arbitrary than the others, it is the simplest way to undermine your plan. In its purest form, a research proposal is a persuasive essay. This implies that even if you are presenting your suggestion in an academic, impartial manner, the goal is to persuade the reader to agree with you.
- No matter who your reader is—your supervisor, department chair, graduate school admissions committee, private or public funder, or editor of a journal where you publish your work—this is always the case.

- Polish your Writing into a Brilliant Proposal
- When you're seeking approval to conduct research—especially when funding is involved—you need to be no less than 100 percent confident in your proposal. If your research proposal has spelling or grammar errors, an inconsistent or inappropriate tone, or even just plain awkward phrasing, they will tarnish your reputation. Use Grammar to find all these errors and ensure your research proposal shines.
- Even if you think you have caught them all while editing, it is important to double-check your work, your research deserves the best proposal possible, and Grammar can help you do that.

## 2. Thesis Writing

A thesis is a document that supports your academic degree or qualification which presents the main topic to the readers. In other words, the thesis is the most important part of your research. The main objective of the thesis is that the reader knows what your statement is about and how we can understand it and help us.

In Pakistan, an undergraduate level thesis is usually called a final year project because it is completed in the final year of the degree, the name project usually implies that the work done is less extensive than the thesis and carries fewer credit hours. At the undergraduate level, the project is presented in a detailed written report and presented to the advisor, professors, and students. A written report and a public defense of the thesis are required in the presence of a senior research committee composed of members of an external organization or university. The PhD candidate must undertake extensive research work to satisfy the dissertation requirements, with international publications being a mandatory requirement. The research work is defended publicly.

However, at the postgraduate level, i.e., MS, some universities allow students to carry out a 6-credit project or a 9-credit thesis, usually with at least one publication sufficient for the award of the degree depending on the project. It is understood and considered mandatory honors diploma with a dissertation. Now we turn to the main part where we start our thesis.

### 1.1. Preliminary Pages

Preliminary pages are the title page of your

thesis. It must be included by:

- Acknowledgement
- Approval pages
- Dedication
- Contents page
- Abstract

### 3.1.1. Acknowledgement

In the acknowledgment, it is essential to highlight that the information

gathered is accurate. If so, these things must be mentioned from where you have collected this data. You are writing for your thesis; the acknowledgment should be at most one page in length. It would help if you kept your acknowledgment as short as possible, thanking everyone who helped you throughout the project.

Moreover, writing something in your acknowledgments is considered an essential part of the thesis because admitting someone is "proof" of your being superior. However, the way of writing acknowledgment should be in an exemplary manner. You must write in a completely technical way. Everyone who helped you mentally or financially while writing the thesis should be acknowledged. Acknowledging one's worth is recognition. That ability can be of any type, as explained above. These include your teachers, friends, seniors whom you have experienced, any place where you have taken information, or any family member who has supported you. It is essential to adopt an elegant style while writing a confession because you are expressing gratitude to someone somehow.

### 3.1.2. Approval pages

When you must start your dissertation, you must first obtain consent and permission from the committee in the university where you will submit your dissertation and the ones to whom your dissertation will go. It must be taken, and they must sign this page. This is the page where you must get signatures from various people, including those you checked the data you selected during your thesis, and approve it so it can be worked on. Then you will develop it as a format, so that your thesis can be approved later.

### 1.1.3. Dedication

Dedication is an acknowledgment of whom you value, whom you found most important during the writing of your thesis, and the important person or thing that inspired you to have courage while writing your thesis. In dedication, you thank someone and dedicate your work wholeheartedly to them. It does not have to be much knowledge, but it is up to you to whom you give more importance, who has supported you the most in educational activities during your work, or who played any role that could be mentioned.

### 1.1.4. Contents Page

On this page, we must write everything we will write on the following pages in our thesis; all these headings are set here. This page is for checking the thesis so that it is easy to find which chapter is on which page and which headings are on which page. This page contains the length of each chapter we have written and how we have formatted the paper.

### 1.1.5. Abstract

Whenever we are going to compose an essay, you must write a

summary that shows what our essay is about; it is a short piece of writing that covers the whole of our essay. It must be completely original; you cannot copy it from anyone else or anywhere. The abstract should be a mirror of the whole paper so that the reader can have a sense of understanding of the whole paper. The summary should guide all the elements you have written in the essay.

### 1.2. Thesis Chapter

Here we see how many chapters we cover in our thesis and in which topics these chapters are:

- **a.** Introduction
- **b.** Literature Review
- **c.** Research Methodology
- **d.** Analysis
- **e.** Conclusion

### 1.3. Introduction

The first chapter is based on the introduction, or on what basis the work to be written in your thesis will be written. Its purpose is to make the reader fully aware that what is being written is on the right topic and is pointing in the right direction. What is the purpose of the research you are going to do? In it, you should write the topic of your thesis and some background information so that the topic can be precise. It is essential to write everything related to this topic that also shows the current situation and whatever losses and benefits are happening. Describe the topic in a way that shows its importance. It requires your information to be accurate, so get it from suitable sources and present it orderly.

### 1.4. Literature Review

It should contain a broad overview of the topic you have chosen. A thorough review of any specific points is included. Suggestions for the future are discussed by considering what happened in the past and what is happening in the present. Whenever you write a paper, in the literature review, you will see what outcomes have been achieved in what has already been reduced. It has your ideas, and you present them. In addition, every time you write a literature review, your cognitive ability will also increase; each time, something different can be shown to you, and you can gain more expertise.

### 1.5. Research Methodology

Research methodology shows all the methods of the paper you have written.

In it, you write about how you did the research and where you collected the data. What was your analysis procedure after collecting this data? The methods of conducting each research may be different, but you should consider using a unique method. Whatever method you have, it

should be perfectly suited to your thesis. It is also a way to show off your talent. In it, you will write down everything discussed during your thesis research.

### 1.6. Analysis

Analysis means looking at some elements that give you an idea of how and when something happened. All these elements provide a result; before concluding your thesis, it is essential to conduct an analysis. It helps you decide what you will end up writing this paper about, what and why you have researched it and what you have learned from this research, what you will do afterward or will value things that can be done to improve something.

Further, analyzing something is asking you what something means. Analytical writing explains how something does what it does or why it is the way it is. Therefore, the thesis statement in a review article should answer a HOW or WHY question. A solid thesis describes the topic that needs to be proven.

### 1.7. Conclusion

The final section of your thesis is the conclusion. The main objectives are to describe all the research questions and write the main points of all the research in short words. What suggestions can be made for future improvement? Be sure to state the importance of your thesis, and in conclusion, you must show your direction of what you can and will do in the future.

### 1.8. Difference between Thesis and Dissertation

The timing of their completion is the primary distinction between a thesis and a dissertation. The master's thesis is a project that completes the curriculum, whereas the doctorate dissertation is the final project. They are different in their purpose as well. The thesis is a body of research demonstrating that you are familiar with the information you learn through your graduate program. The dissertation is your chance to advance new ideas, theories, or methods in your subject throughout the Ph.D. program. Despite having similar writing styles, the objective is to generate a novel idea, elaborate on it, and support its validity.

## 2. Referencing

Referencing is also called a citation. It can be defined as a method of acknowledging and recognizing someone for his or her innovative work that you used in your research to back and support your idea. A reference usually includes the author's name, date of publication, name, and location of the publishing company, title of the journal or name of the book, title of the research or chapter's name, and DOI (Digital Object Identifier). In your document, referencing is done at two levels; first, you need to give a brief. Reference in the body of the text is called "in-text citation," and a detailed reference is provided at the end of the document in the form of

a list.

### 2.1. Purposes of Referencing

Referencing has become a necessary element of academic writing. It is used to locate the source of work so that everyone can access the material and understand it in his/her way. Another purpose of it is to fight plagiarism.

### 2.2. Referencing Styles

Referencing, also known as citation, serves as a method to acknowledge and recognize individuals for their innovative work that you have utilized in your research to support and substantiate your ideas. A reference typically includes the author's name, date of publication, name and location of the publishing company, title of the journal or book, title of the research or chapter, and DOI (Digital Object Identifier), if applicable. In your document, referencing is carried out at two levels: first, you provide a brief reference within the body of the text, known as "in-text citation," and second, a comprehensive reference list is provided at the end of the document.

The referencing style used may vary depending on the academic or publishing guidelines you follow. Common referencing styles include APA (American Psychological Association), MLA (Modern Language Association), Chicago, Harvard, and IEEE (Institute of Electrical and Electronics Engineers), among others. It is essential to adhere to the specific style required for your work to maintain consistency and academic integrity.

By employing proper referencing practices, you give credit to the original authors, demonstrate the credibility of your research, and allow readers to access the sources for further study. Moreover, it showcases ethical scholarship and professionalism in the academic and research community.

Always consult the prescribed referencing style guide or your institution's guidelines to ensure accuracy and consistency in your citations and reference list.

There are various standard methods used for citing the source of work. These methods are called referencing styles or citation styles. Some common and widely used citation styles are:

- Harvard
- APA (American Psychological Association) Referencing Style
- Vancouver
- MLA (Modern Language Association) Referencing Style
- Chicago/ Turabian Referencing Style

There are other styles that are not that common but are still required in some places:

- ACS (American Chemical Society)

- AGLC (Australian Guide to Legal Citation)
- AMA (American Medical Association)
- CSE/ CBE (Council of Science Editors/ Council of Biology Editors)
- IEEE (Institute of Electrical and Electronics Engineers)

The mentioned referencing styles are indeed some of the most common and widely used styles in academic writing:

**Harvard Referencing Style:** This style is commonly used in the UK and some other countries. It uses the author-date format for in-text citations and includes a reference list at the end of the document.

**APA (American Psychological Association) Referencing Style:** Widely used in the social sciences and other fields, APA style also utilizes the author- date format for in-text citations and includes a reference list at the end.

**Vancouver Referencing Style:** This style is primarily used in the fields of medicine and science. It uses a numerical system for in-text citations, where sources are sequentially numbered in the order they appear in the text. A corresponding reference list is provided at the end.

**MLA (Modern Language Association) Referencing Style:** Commonly used in humanities disciplines like literature and language studies, MLA style uses the author-page format for in-text citations and includes a Works Cited page at the end.

**Chicago/Turabian Referencing Style:** This style has two variations: the Chicago Manual of Style, often used in history and other humanities fields, and Turabian, which is a simplified version of Chicago. It offers both notes- bibliography and author-date formats for citations.

Different academic disciplines and institutions may prefer specific referencing styles, so it is essential to follow the guidelines provided by your instructor or the journal/conference you are submitting your work to. Properly citing sources not only gives credit to the original authors but also enhances the credibility and validity of your own work. Here is a brief overview of the less common reference styles you mentioned:

**ACS (American Chemical Society) Style:** Primarily used in the field of chemistry, the ACS style provides specific guidelines for citing chemical literature and research sources.

**AGLC (Australian Guide to Legal Citation):** As the name suggests, this style is used for legal citation in Australia, offering detailed rules for referencing legal sources and cases.

**AMA (American Medical Association) Style:** Commonly used in medical and biological sciences, the AMA style provides guidelines for citing sources in research papers and publications related to medicine and health sciences.

**CSE/CBE (Council of Science Editors/Council of Biology Editors) Style**: This style is widely used in the natural and life sciences. It offers a system for citing sources and references in research papers and scientific publications.

**IEEE (Institute of Electrical and Electronics Engineers) Style:** Popular in engineering, computer science, and related fields, IEEE style provides guidelines for citing technical and engineering literature.

Regarding the two types of citation systems:

**Documentary-Note System:** Also known as the "footnote" or "endnote" system, this style uses superscript numbers in the main text to refer readers to footnotes or endnotes containing the full citation information.

**Parenthetic System:** Also known as the "author-date" system, this style involves placing brief in-text citations within parentheses, usually including the author's last name and the publication year. The full reference is then provided in the reference list at the end of the document.

As you correctly pointed out, the choice of citation style depends on the academic discipline and the guidelines provided by publishers or academic institutions. It is crucial for researchers and writers to adhere to the specific style required to maintain consistency and credibility in their academic or research work.

Various referencing styles differ in terms of formatting, punctuation, and the order of information; such differences occur at both reference levels, i.e., in-text citation and reference list. Which citation style to use in your document often depends on the discipline you are writing for? Moreover, the publishers or academic institutions decide they are citing styles. The system used by various referencing styles can broadly be categorized into two types:

- Documentary-note system
- parenthetical system

## 2.3. Documentary-note System

Documentary-note system, also known as the "footnote" or "endnote" system. This style of citation is commonly used in academic writing, especially in disciplines such as history, literature, and some social sciences. The documentary-note system involves the use of superscript numbers (numeric digits) in the main text to reference additional information, explanations, or citations placed in footnotes or endnotes.

Here is a summary of how the documentary-note system works.

**Superscript Numbers:** In the main text, whenever you need to reference additional information or cite a source, you place a superscript number (numeric digit) after the relevant text or at the end of the sentence. This number serves as a marker for the corresponding note.

**Footnotes:** If you are using footnotes, the full citation or additional information corresponding to the superscript number is placed at the bottom of the same page on which the superscript number appears. This allows readers to quickly access the citation without having to flip to the end of the document.

**Endnotes:** Alternatively, if you are using endnotes, the full citation or additional information corresponding to the superscript number is

provided on a separate page after the main text or at the end of a chapter or the entire document. Readers can refer to the endnotes section to find the relevant information.

Reference in Endnotes or Reference List: Depending on the specific style and the guidelines provided, the superscript number may be linked to a detailed reference in the endnotes section, or it may be linked to a corresponding entry in the reference list at the end of the document.

The documentary-note system is useful for providing additional context, explanations, or detailed references without interrupting the flow of the main text. It also helps maintain a clean and organized appearance in the main body of the document while allowing readers to access supplementary information as needed. However, it is important to follow the specific guidelines of the chosen referencing style to ensure consistency and accuracy in citation practices.

Parenthetical system, also known as the "author-date" system. This style of citation is commonly used in academic writing, especially in disciplines such as the social sciences, psychology, and some humanities fields. The parenthetical system involves the use of brief in-text citations within parentheses, usually consisting of the author's last name and the publication year (and sometimes the page number in certain styles like MLA).

Here is a summary of how the parenthetical system works:

**In-Text Citation:** Whenever you use information from a source, you include a brief citation within parentheses in the main text. The parenthetical citation typically includes the author's last name and the publication year of the source (e.g., Smith, 2023).
**Page Number (in MLA Format):** In some styles like MLA, when quoting directly from a source, the page number is also included in the in-text citation (e.g., Smith, 2023, p. 45).
**Placement of Parenthetical Citation:** The in-text citation is usually placed at the end of the sentence, just before the final punctuation mark.

**Reference List:** At the end of the document, a separate section called the "Reference List," "Works Cited," or "Bibliography" is included. In this section, you provide complete and detailed references for all the sources you cited in parenthetical citations.

The parenthetical system allows readers to quickly identify the sources you have used and locate the corresponding detailed references in the reference list. It keeps the main text uncluttered while providing the necessary information for readers to verify and explore the sources further if needed.

It is important to adhere to the specific guidelines of the chosen referencing style (e.g., APA, Harvard, MLA) to ensure consistency and accuracy in the citation practices throughout the document. Properly

formatted and cited references enhance the credibility and integrity of your academic or research work.

The term "documentary-note system" describes the practice of using chronological figures as in-text identifiers for endnotes, footnotes, or both. Endnotes are provided on a different page after the text, while footnotes are added at the bottom of every page. Citations in text are made by inserting a numeric digit, often after the full stop. Depending on the specific referring style, a number digit may or may not indicate a thorough reference in endnotes or a reference list.

### 2.4. Parenthetical System

The parenthetical system refers to using a brief author and date (or page number as in MLA format) as an in-text citation surrounded by parenthesis (round brackets), and then the detailed reference is provided as a separate list at the end of the document.

### 2.5. Difference between a Reference List and Bibliography

Both a reference list and a bibliography are lists of sources used in academic or research writing, but they serve different purposes and have slight differences in their formatting and content:

**1. Reference List:**

- **Purpose**: A reference list is a list of sources that you have directly cited (quoted or paraphrased) within your academic or research work. It includes only the sources that you have explicitly referenced in your text.

- **Content:** Each entry in the reference list typically includes the author's name(s), publication year, title of the work, publication information (e.g., book title, journal name, volume, and page numbers for articles), and any other necessary details based on the specific referencing style used.

- **Formatting:** The reference list is formatted according to the rules and guidelines of the chosen referencing style (e.g., APA, MLA, Harvard). The entries are usually arranged in alphabetical order by the author's last name or in the order of citation occurrence in the text.

**2. Bibliography:**

- **Purpose:** A bibliography is a list of sources relevant to your research topic, whether or not you have cited them directly in your work. It includes sources that you consulted for background information, but that might not have been directly referenced in your text.

- **Content:** A bibliography includes a broader range of sources compared to a reference list. It may contain not only books and journal articles but also websites, reports, interviews, and other types of sources that contributed to your research.

- **Formatting:** Like the reference list, the bibliography is also formatted according to the chosen referencing style. The entries are typically listed in alphabetical order by the author's last name or in the order of citation

occurrence.

In summary, a reference list includes only the sources you have directly cited in your work, while a bibliography includes a more comprehensive list of sources relevant to your research, whether cited or not. The purpose of a reference list is to provide readers with the necessary information to locate the sources you have used in your text, while a bibliography offers a broader view of the background research and materials you consulted during your study. The choice between using a reference list or a bibliography depends on the specific requirements of your academic institution or the guidelines of the publication you are submitting your work too.

- In the reference list, only those sources included which have been mentioned in your in-text citation are included.
- In Bibliography, you can mention the sources you used to gather background information but are not mentioned in your document as an in-text citation.

### 2.6. Harvard Referencing Style

Harvard is indeed a generic term that refers to all "author-date" based referencing styles, which means that in-text citations include the author's name and the publication year.

Here are the key points to note about the Harvard Referencing Style:

**Popularity:** The Harvard Referencing Style is popular in the UK and Australia and is commonly used in various academic disciplines.

**Lack of an Official Manual:** Unlike some other referencing styles like APA and MLA, there is no single official manual or organization governing the Harvard Referencing Style. As a result, different institutions and universities may have their own variations or guidelines for using Harvard referencing.

**Variation in Punctuation and Formatting:** As you mentioned, there can be variations in punctuation, indentation, line spacing, and other formatting elements depending on the specific guidelines provided by each institution or university. These variations are intended to maintain consistency within the institution's academic community.

**Source of the Guide:** The guide you have mentioned from Charles Darwin University (CDU) is an example of a specific institution's adaptation of the Harvard Referencing Style. Other institutions may have slightly different adaptations based on their preferences and requirements.

**Importance of Institutional Guidelines:** It is crucial for students and researchers to be aware of the specific Harvard Referencing Style guidelines adopted by their institution. Different universities may have their own manuals or guides, which may slightly differ from one another. Students should follow their institution's guidelines to ensure accurate and consistent references in their academic work.

In summary, the Harvard Referencing Style is widely used, especially

in the UK and Australia, but it lacks a single official manual. As a result, it is essential for students and researchers to follow the referencing guidelines provided by their own academic institution to ensure compliance with the specific requirements of that institution.

Harvard is a generic term that refers to all the referencing styles that are "author-date" based; thus, this style does not have any official manual.

- In the UK and Australia, this fashion is trendy.
- Before describing the reference style, I must mention a significant variation in punctuation and other formatting, such as indentation, line spacing, etc., from institution to institution.
- The guide in the following section has been adopted from Charles Darwin University (CDU) Harvard Referencing Style guide 2016.
- Therefore, it is essential to be aware of the style your institution requires before utilizing a specific guide because it may differ from the one provided here.

### 1.6.1. System of Referencing

The system of referencing you described is indeed the parenthetical system, commonly known as the "author-date" referencing style. It is widely used in various subjects of humanities, and it involves providing brief in-text references within parentheses, containing the author's name and the publication year of the source.

Here are the key points to note about the parenthetical (author-date) system of referencing:

**1. Disciplines:** The parenthetical system is commonly used in humanities disciplines, including subjects such as literature, history, philosophy, and social sciences.

**2. Format of In-Text Citation:** The in-text citation follows the format: (Author Name, Publication Year). For example: (Saleem, 2022).

**3. Including Page Number:** If a specific page number or page range is being cited, it is included after the publication year, separated by a comma. For example: (Saleem, 2022, p. 40).

**4. Writing Author's Name Outside Brackets:** It is allowed to mention the author's name outside the brackets in the text, followed by the publication year in parentheses. For example: Saleem (2022, p. 40) observes...

**5. Punctuation:** Punctuation marks, such as commas or full stops, are placed after the citation and not before it. The parenthetical citation is typically placed at the end of the sentence, just before the final punctuation mark.

The parenthetical (author-date) system of referencing provides a concise and clear way to acknowledge the sources used in academic writing, allowing readers to locate the full references in the bibliography or reference list at the end of the document. It is essential for writers to follow the specific guidelines of this referencing style, including the format of in-text citations and the arrangement of sources in the reference

list, to maintain consistency and accuracy in their work.

It uses a parenthetical system of referencing. A brief in-text reference containing the author's name and year of publication is given in round brackets; thus, it is also called an author-date-based referencing style.

- Disciplines using the style
- It is used in various subjects of humanities.
- General Rules for in-text Citation
- It uses a parenthetical system; thus, the reference in the text appears like this: (<author name> <publication year>, <page number/s>)
- In in-text citation only the last name (surname) of the author is used; authors name and year of publication are not separated by a comma (,). For example: (Saleem, 2022)
- A comma (,) is put after the publication year if a page number is mentioned after it.(Saleem, 2022, p. 40)
- It is also allowed to write the author's name out of the bracket. For example: Saleem (2022, p. 40) observes ...
- Punctuation marks such as comma or full stop are used after the citation and not before them.

### 1.6.2. General Rules for Reference List

The reference list is an essential part of academic writing and provides full details of the sources cited in the text. Here are some general rules for creating a reference list:

**1. Formatting:** The reference list should be on a separate page at the end of the document, with the heading "References," "Works Cited," or "Bibliography," depending on the chosen referencing style.

**2. Ordering:** Arrange the entries in alphabetical order by the author's last name. If there is no author, use the title of the source to alphabetize.

**3. Author's Name:** Provide the author's last name followed by their initials (or first name) in the reference list. Use an ampersand (&) to separate multiple authors (up to six authors) in APA style, while other styles may use "and."

**4. Publication Year:** Include the publication year in parentheses after the author's name. It should match the year given in the in-text citation.

**5. Title:** The title of the source (e.g., book, article, website) should be in sentence case, with only the first word and proper nouns capitalized. Italicize or use bold for longer works (e.g., books, journals) and use quotation marks for shorter works (e.g., articles, chapters).

**6. Publication Information:** Depending on the type of source, provide additional publication details, such as the title of the book or journal, the name of the website, the publisher, the volume, and issue number (for journals), and the page range for articles or chapters.

**7. URL and DOI:** If the source is an online publication, include the DOI (Digital Object Identifier) if available, or the URL. If the URL is very

long, use a shortened URL (if allowed) to maintain readability.

**8. Indentation:** In some referencing styles (e.g., APA), the second and subsequent lines of each entry are indented, creating a hanging indent. Check the specific guidelines of your chosen style for indentation rules.

**9. Capitalization:** Different referencing styles have specific rules for capitalization in titles. For example, APA style uses sentence case for article titles, while MLA style uses title case.

**10. Consistency:** Ensure consistent formatting throughout the reference list. Use the same font, font size, spacing, and punctuation for all entries.

Remember, the specific rules for the reference list may vary depending on the chosen referencing style (e.g., APA, MLA, Harvard). Always consult the official style guide or manual to ensure accurate formatting and citation of your sources.

At the end of the paper, a separate page contains a list of comprehensive references. The list is labeled "References," which is center-aligned and bold- typed.

- Only the sources that were used in your work should be noted.
- There is no hanging indent in any reference.
- No comma or full stop is used to separate the author's name from the year.
- Every reference comes to a complete stop (.).
- Each entry has a double line space between them.
- A comma or full stop does not separate the author's name and the year.
- Every reference ends abruptly (.).
- There is a double line gap between each entry.

The list is organized alphabetically using the first author's last name or, in the absence of the author's name, the first significant word in the title (if the reference started with that word).

- The references are listed first by the first author's name and then organized alphabetically by the subsequent author/s name where more than one source has the same initial author but distinct later writers.
- The references are alphabetically listed first by the first author's name and then chronologically by publication year if you utilized sources from the same author or writers with different years of publication.
- If there are sources by the same author(s) published in the same year, the references are listed first by the first author's name, followed by the tiny letters after the year.
- If a title or corporate author has been used in place of the author's name, the reference is included under the first keyword rather than A, An, or The.
- If a reference's initial word is a numeric digit rather than an alphabet, it is listed before references with alphabetical starts.

- Italics denote titles from more significant sources like books and journals.
- Titles that are elements of a more significant project, like an article in a journal, a book chapter, or a newspaper story, are encapsulated in single quotation marks without being italicized.
- Only when a portion of work (such as an article from a journal or newspaper, a chapter from an edited book, etc.) requires a page number is necessary to provide one. If the whole work is considered, there is no need to mention the page number.
- If there is a reference to a single page, an abbreviation p. is used, and if there are multiple pages, pp. is used.
- If you want to mention sources that have been utilized in the hunt for knowledge but are not cited in your document, they can be mentioned under the heading "Bibliography" on a separate page.

### 1.6.3. How to write the Name of an Author

You have provided the correct format for writing the names of authors in both in-text citations and the reference list. The rules for writing author names are consistent across different referencing styles. Here is a summary of how to write the name of an author:

**1. In-Text Citation:**

- Use only the surname (last name) of the author in the in- text citation. For example: (Khan, 2023).

- If there are multiple authors with the same surname, include the initials of their first names to distinguish between them. For example: (M. Khan, 2023; Z. Khan, 2023).

**2. Reference List:**

- The author's name in the reference list is written in a "surname first" format.

- Write the last name first, followed by the initials of the first name(s). There should be no full stop (period) after the initials.

- Separate the last name and initials with a comma. For example:

  - Khan, M. (for Manha Khan)

  - Khan, M. Z. (for Muhammad Zaid Khan)

It is important to follow these conventions to ensure consistency in citing sources and to help readers easily identify and locate the works of different authors, especially when multiple authors share the same surname.

In academic writing, adhering to the proper format for author names and other citation elements not only enhances the clarity and credibility of your work but also demonstrates a high level of professionalism in your research and writing.

### 1.6.4. What to Capitalize in a Title

In the title of a journal, all the essential words are capitalized. Only

some important words are capitalized for a source other than a journal (such as a web page, book, article, etc.). Instead, capitalization is done for:

- The first word of a title or subtitle's first letter
- The initial letter of a title following a colon or a dash
- Proper nouns

### 1.6.5. General Format for Reference for Various Types of Sources

The general format of a reference for various types of sources follows the convention of writing the names of authors or editors with the surname first, followed by the initials of the first name(s). This format is commonly used in most referencing styles. Here is the general format for different types of sources:

Books:
Author(s) or Editor(s): Last name, Initials.
Publication Year: (in parentheses).
Title of the Book: Italicized or in Title Case.
Edition (if applicable).
Place of Publication: Publisher.
Example:
Smith, J. A. (2021). The Art of Writing: A Comprehensive Guide. New York: ABC Publications.

Journal Articles:
Author(s): Last name, Initials.
Publication Year: (in parentheses).
Title of the Article: Sentence case, within quotation marks. Title of the Journal: Italicized or in Title Case, Italicized. Volume Number (Issue Number), Page Range.
Example:
Brown, R. M., & Johnson, L. W. (2022). The Impact of Climate Change on Biodiversity. Environmental Science Journal, 15(3), 245-259.

Websites:
Author(s) or Organization: Last name, Initials, or name of the organization.
Publication Year or Date of Retrieval: (in parentheses).
Title of the Webpage or Article: Sentence case, within quotation marks.
Website Name: Italicized or in Title Case.
URL (full web address).
Example:
National Aeronautics and Space Administration. (2021). Mars Exploration Program. Retrieved from https://mars.nasa.gov/mars-exploration/.

Book Chapters:
Author(s) of the Chapter: Last name, Initials.
Publication Year: (in parentheses).
Title of the Chapter: Sentence case, within quotation marks.
In Editor(s)'s Name(s) (Ed(s).), Title of the Book: Italicized or in Title Case. Edition (if applicable).

Place of Publication: Publisher, Page Range.
Example:
Robinson, M. D. (2020). Ancient Civilizations. In K. Johnson (Ed.), World History: A Comprehensive Overview (3rd ed., pp. 78-94). London: XYZ Publications.
Always remember to consult the specific guidelines of the referencing style (e.g., APA, MLA, Harvard) you are using, as there may be slight variations in formatting requirements for different types of sources.

The name of authors/ editors is written the same way as they are guided above, i.e., first, the surname is written followed by the initials of the first name.

### 1.6.6. Referencing Various Types of Books

The edition is only required when it is not the first; if an edition is unavailable, omit the piece of information Number of the edition is written this way: for example, 2nd ed., 4th Ed., write rev. Ed., if it is a revised edition.

When referencing various types of books, including the edition information, follow these guidelines:

**1. Standard Book:**
Author(s). (Year of publication). Title of the book. (Edition, if not the first). Place of publication: Publisher.
Example:
Smith, J. (2023). The History of Art. (3rd ed.). New York: Art Publications.

**2. Revised Edition:**
Author(s). (Year of publication). Title of the book. (Rev. ed. if it is a revised edition). Place of publication: Publisher.
Example:
Johnson, A. (2021). Advanced Physics Concepts. (Rev. ed.). London: Science Press.

**3. Book with Multiple Authors:**
List all the authors' names in the same order as they appear on the title page. Example:
Miller, P., & Turner, R. (2019). Understanding Economics. Boston: Academic Publishers.

**4. Edited Book:**
Editor(s). (Year of publication). Title of the book. (Edition, if not the first). Place of publication: Publisher.
Example:
Brown, L. (Ed.). (2020). Contemporary Poetry Anthology. (2nd ed.). Chicago: Literary Books.

**5. E-book:**
Author(s)/Editor(s). (Year of publication). Title of the book. (Edition, if not the first). Retrieved from URL or DOI.
Example:
Smith, E. (2018). The Science of Artificial Intelligence. (3rd ed.).

Retrieved from https://www.example.com/science-ai.

**6. Book Chapter in an Edited Book:**

Author(s) of the chapter. (Year of publication). Title of the chapter. In Editor(s) of the book (Ed.), Title of the book (pp. pages of the chapter). Place of publication: Publisher.

Example:

Johnson, R. (2022). The Future of Renewable Energy. In T. Adams (Ed.), Sustainable Energy Solutions (pp. 45-63). London: GreenTech Publications. Remember to use the specific style guide (e.g., APA, MLA, Chicago) recommended by your academic institution or publisher for accurate and consistent referencing.

The edition information is an essential part of referencing books and should be included when it is not the first edition. Here is the correct format for referencing various types of books, including the edition information:

Book with a Single Author:

Author: Last name, Initials.

Publication Year: (in parentheses).

Title of the Book: Italicized or in Title Case.

Edition (if applicable): Indicate the edition after the title.

Place of Publication: Publisher.

Example:

Smith, J. A. (2021). The Art of Writing: A Comprehensive Guide (2nd ed.). New York: ABC Publications.

Book with Multiple Authors:

Authors: Last name, Initials, & Last name, Initials.

Publication Year: (in parentheses).

Title of the Book: Italicized or in Title Case.

Edition (if applicable): Indicate the edition after the title.

Place of Publication: Publisher.

Example:

Brown, R. M., & Johnson, L. W. (2022). The Impact of Climate Change on Biodiversity (3rd ed.). London: XYZ Publications.

Book with an Editor:

Editor(s): Last name, Initials (Ed. or Eds. in parentheses).

Publication Year: (in parentheses).

Title of the Book: Italicized or in Title Case.

Edition (if applicable): Indicate the edition after the title.

Place of Publication: Publisher.

Example:

Johnson, K. (Ed.). (2020). World History: A Comprehensive Overview (4th ed.). Paris: LMN Publications.

Book Chapter in an Edited Book:

Author(s) of the Chapter: Last name, Initials.

Publication Year: (in parentheses).

Title of the Chapter: Sentence case, within quotation marks.

In Editor(s)'s Name(s) (Ed. or Eds.), Title of the Book: Italicized or in Title Case.

Edition (if applicable): Indicate the edition after the book title. Place of Publication: Publisher, Page Range.
Example:
Robinson, M. D. (2018). Ancient Civilizations. In K. Johnson (Ed.), World History: A Comprehensive Overview (3rd ed., pp. 78-94). London: XYZ Publications.
Remember to follow the specific guidelines of the referencing style you are using, as some styles might have slight variations in formatting requirements for book references. Additionally, include the edition information only when it is applicable, and omit it when the book is a first edition or when the edition information is unavailable.
a. Book with an author
Author(s). (Publication Year). Book Title. Edition (if not the first). Publisher. For example:
Smith, J. (2023). The History of Art. 3rd ed. Art Publications.
Make sure to replace "<Name/s of author/s>", "<Publication Year>", "<Book Title>", "<Edition>", and "<Publisher>" with the actual information from the book you are referencing. Also, use the specific referencing style (e.g., APA, MLA, Chicago) required by your institution or publisher for consistency and accuracy.

b. For books with more than one author

The general format for referencing remains the same as the book with a single author. Each author's name is listed in the order they appear on the book's title page, separated by commas. The rest of the information follows the same pattern as before:
Author(s). (Publication Year). Book Title. Edition (if not the first). Publisher. Here is an example of a book with multiple authors:
Smith, J., Johnson, A., & Brown, L. (2022). Environmental Studies: An Introduction. 2nd ed. GreenTech Publications.
If there are more than three authors, you can choose to list all of them or use "et al." after the first author's name. "et al." is an abbreviation of the Latin term "et alia," meaning "and others." The general rule is to include the first three authors' names and add "et al." after that.

Example:
Smith, J., Johnson, A., Brown, L., & Green, M. (2021). The Science of Climate Change. 1st ed. Climate Books.
OR
Smith, J., et al. (2021). The Science of Climate Change. 1st ed. Climate Books.
Remember to follow the specific style guide's guidelines (e.g., APA, MLA, Chicago) for formatting author names and other details to ensure accurate and consistent referencing.
c. Book with a Corporate Author:
<Name of corporate author>. (<Publication Year>). <Book Title>.<Publisher>.
Example:

World Health Organization. (2022). Global Health Report 2021. Health Publications.

d. Book with an Editor/s:
<Name of editor> (Ed.). (<Publication Year>). <Title>. <Publisher>. Example:
Johnson, R. (Ed.). (2021). Contemporary Essays in Literature. Literary Books.
For books with more than one editor:
<Name of first editor>, <Name of second editor>, & <Name of third editor> (Eds.). (<Publication Year>). <Title>. <Publisher>.
Example:
Smith, J., Johnson, A., & Brown, L. (Eds.). (2020). Perspectives on Environmental Policy. GreenTech Publications.
In in-text citations, "ed." or "eds." is not written. The reference in the text would simply include the author's name or the corporate author's name and the publication year.

e. Book with Multiple Volumes:
<Name of author/s>. (<Publication Year>). <Title>, vol. <mention the volume number>. <Publisher>.
Example:
Miller, P. (2019). History of Ancient Civilizations, vol. 2. Archaeology Books. Make sure to provide the specific volume number in numeric format (e.g., 2, 45, 34) to distinguish between the volumes.

### 1.6.7. Various Types of Newspaper Articles

**a. Newspaper Article in Print**

< Name of author> <Publication Year>, '<Article title>, <Title of Newspaper>, <DD MM>

- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

**b. Newspaper Article without Author Name**

'<Article title>, <Publication Year>, <Title of Newspaper>, <DD MM>

**c. Newspaper Article Available Online**

< Name of author> <Publication Year>, '<Article title>, <Title of Newspaper>, <DD MM>,<URL>

### 1.6.8. Miscellaneous Sources

**a. Dictionary**

- Dictionary is cited the same way as a book is cited.

**b. Encyclopedia**

<Name of corporate author> <Year of publication>, <Title of encyclopedia entry>.

## 1.7. APA Referencing Style

The text citation for the APA reference style is composed of the author(s) and the year of publication, which is enclosed entirely or partially in round brackets. Just the author(s)' last name, a comma, and the year of publication should be used.

The American Psychological Association uses the APA style of source documentation. The social sciences, including psychology, anthropology, and sociology, as well as education and other subjects, employ this style of research paper writing most frequently.

### 1.7.1. Disciplines using the Style

- It is used in the various fields of social sciences.
- It is also used in other fields, such as business, education, and nursing.

### 1.7.2. General Rules for in-text Citation

It uses a parenthetical system thus the reference in the text appears like this: (<author name>, <publication year>, <page number/s>)

- In in-text citation only the last name (surname) of the author is used; authors name and year of publication are separated by a comma (,). For example: (Musab, 2022)
- However, if there are more than one author with the same family name, their initials are recommended to use in the in-text citation to avoid the confusion.
- A comma (,) is put after the publication year if a page number is mentioned after it. (Saleem, 2022, p 40)
- It is also allowed to write the author's name out of the bracket. For example: Saleem (2022, p 40) observes …….
- Punctuation marks such as comma or full stop are used after the citation and not before them.

### 1.7.3. General Rules for Reference List

- At the end of the paper, a separate page contains a list of comprehensive references.
- The title 'Reference is given to the list, placed in the center and bold font.
- Only those sources that have been cited in your work are to be listed.
- There is a use of double line spacing between each entry.
- Each reference carries a hanging indent, i.e., the first line of each reference is flushed to the left margin, remaining lines are indented.
- A comma separates r Author's name and the year.
- Year of publication is put in parenthesis.
- Each reference ends up with a full stop (.).
- The list is arranged in alphabetical order concerning the first author's surname or the first significant word of the title (if the reference has

begun with it in case of the absence of the author's name).

- If more than one source has the same first author, but the later authors are different, the references are listed first by the first author's name and then arranged alphabetically by the subsequent author/s name.
- If there are sources whose author's surnames are identical, but the initials are different, the references are listed first by the first author's surname and then chronologically by the initials of the first name.
- If you have used the sources of the same author/s with different years of publication, the references are listed first by the first author's name and then chronologically by publication year.
- If there are sources of the same author/s with the same year of publication, the references are listed first by the first author's name and then by the small letters after the year.
- If a title or a corporate author has been used instead of the author's name, the reference is listed under the first significant word, not A, An, or The.
- If the first word of a reference is a numeric digit and not an alphabet, the reference is listed before the references start alphabetically.
- Page number is required to mention only when a part of the work (such as an article from a journal or newspaper, a chapter from an edited book, etc.) is used; if the whole work is considered, there is no need to mention the page number.
- If there is a reference to a single page, an abbreviation p. is used, and if there are multiple pages, pp. is used.
- Titles of a more significant source, such as a book or journal, are italicized.
- Titles that are a part of a more significant work, such as a chapter of a book article in a journal or newspaper, are enclosed in double quotation marks without italicizing.
- If you want to mention sources that have been utilized in the hunt for knowledge but are not cited in your document, they can be mentioned under the heading "Bibliography "on a separate page.

### 1.7.4. General Format for Reference for Various Types of Sources

The name of authors/ editors is written the same way as they are guided above, i.e., first, the surname is written followed by the initials of the first name.

### 1.7.5. Referencing Various Types of Books

- The edition is only required to mention when it is not the first; if an edition is unavailable, omit the piece of information.
- Several editions are written this way: nth ed., for example, 2nd ed., 4th ed.; write rev. Ed. If it is a revised edition.

### 1.7.6. Book with an Author

<Name of author>. (<Publication Year>). <Book Title>

(<Edition>).<Place of Publication>: <Publisher>.

### 1.7.7. Book with more than one Author

- For books with more than one author, every piece of information remains the same as the book with one author
- To find how the authors' names are written, follow the section "What to do if there are multiple authors of a source?"

### 1.7.8. Book with a Corporate Author

<Name of corporate author>. (<Publication Year>). <Book Title>. <Place of Publication>: <Publisher>.

### 1.7.9. Book with an Editor/s

<Name of editor> .(Ed.). (<Publication Year>). <Title>. <Place of Publication>:<Publisher>.

- If there is more than one editor, write their names the same way for the authors; the abbreviation "Eds." is used for multiple editors.
- In the in-text citation, "Ed. or Eds." is not written; the names are mentioned the same way as the authors.

### 1.7.10. Book with Multiple Volume

<Name of author/s>. (<Publication Year>). <Title>. (vol. <mention the volume number>). <Place of Publication>: <Publisher>.

Volume number is mentioned in numeric digits such as 2, 45, 34 etc.

### 1.7.11. Chapter in an Edited Book:

<Name of chapters author>. (<Publication Year>). <Chapter title>. In:<name of editor> (Ed.), <Book title> (pp. <range of pages>). <Place of Publication>: <Publisher>.

Use abbreviation Eds. If there are more than one editor.

### 1.7.12. In this Particular Case name of Editor is Written the Way

- First, the initials of the first names are written, followed by the surname. For instance, Muhammad Salman would be written as; Salman, M.

### 1.7.13. Electronic Book (e-Book)

<Name/s of author/s>. (<Publication Year>). <Book Title> (<Edition>). <Place of Publication>: <Publisher>. Retrieved from <URL>

If instead of URL, there is a DOI (digital object identifier), write as follows:

<Name/s of author/s>. (<Publication Year>). <Book Title> (<Edition>). <Place of Publication>: <Publisher>. DOI: <write the DOI address>

### 1.7.14. Various Types of Journal Articles

- Author names are written the same way as they are guided above.
- Volume and issue number can be omitted if they are not provided in the source.

### 1.7.15. Journal Article in Print

<Name of author/s>. (<Publication Year>). <Article title>. <Journal title>, <volume number> (<Issue number>), <range of page numbers>.

Volume number and issue number are written in numeric digits such as 2, 5, 45 etc.

Range of pages is written this way:

<starting page number– ending page number> such as 24-33, 15-26 etc.

If there is a reference to discontinuous pages write the numbers separated by comma. For example: 21, 23, 30.

### 1.7.16. Article from e-Journal

<Name of author/s>. (<Publication Year>). <Article title>. <Journal title>, <volume number> (<Issue number>), <range of page numbers>. Retrieved from <URL>

### 1.7.17. Various Types of Newspaper Articles

**a. Newspaper Article in Print**

< Name of author>. (<Year, MM DD>). <Article title>. <Title of Newspaper>, p. <mention the page number>.

- Month (MM) is written in spelling such as January, March etc.
- Day (DD) is written as a numeric digit such as 1, 13, 23

**b. Newspaper Article Without Author Name**

<Article title>, (<Year, MM DD>). <Title of Newspaper>, p. < mention the page number >

**c. Newspaper Article Available Online**

< Name of author>. (<Year, MM DD>). <Article title>. <Title of Newspaper>. Retrieved from<URL>

**d. Various Sources Available on Internet**

i. Facebook Update

<Name of Author>. (<year, MM DD>). <Title of the post> [Facebook update]. Retrieved from <URL>.

- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

**Twitter Update**

<Name of Author>. (<year, MM DD>). <Title of the tweet> [Twitter post]. Retrieved from<URL>.

If the name of author is used as the twitter handle, use it as it is without altering it into sequence of surnames followed by initials.

**Blog**

<Name of Author/s>. (<Year, MM DD>). <Page title>
[Web blog post]. Retrieved from<URL>.

## 2. Vancouver Referencing Style

The Vancouver referencing style is widely used in medicine and science disciplines. It follows a numbered system for in-text citations, where each citation is represented by a unique number in the text. These numbers correspond to the full reference list at the end of the document, where complete details of each reference are provided in sequential order. Here is a brief overview of how to format citations and the reference list in the Vancouver style:

**In-Text Citations:**

1. In-text citations are represented by numbers in square brackets [1].
2. The numbers are assigned in the order of appearance in the text, starting from [1] for the first citation, [2] for the second, and so on.
3. Superscript numbers are commonly used for in-text citations. **Reference List:**
1. The reference list appears at the end of the document, usually titled "References" or "Bibliography."
2. The list is numbered in the same order as the in-text citations, and each reference is assigned a unique number that corresponds to its citation in the text.
3. The format for different types of sources (e.g., books, journal articles, websites) follows specific guidelines.

It is essential to follow the Vancouver referencing style accurately to provide proper credit to the sources used and maintain consistency throughout the document.

**System of Referencing**

It uses the note system of referencing. Using this style, an in-text citation is done with a numeric digit, and then detailed references are provided at the end of the document on a separate page.

### 5.1. Disciplines using the style

The system of referencing is called the "Footnote" or "Note System" of referencing. In this style, in-text citations are represented with numeric digits (usually in superscript) within the text. These numbers correspond to detailed references provided as footnotes or endnotes at the bottom of the same page (footnotes) or on a separate page at the end of the document (endnotes).

**Here is how the Note System of referencing works:**

1. In-Text Citations: When referring to a source within the text, a numeric digit (usually in superscript) is placed at the end of the relevant sentence or passage.
   Example: This concept was explored in previous studies. ^1
2. Footnotes/Endnotes: At the bottom of the same page

(footnotes) or at the end of the document (endnotes), a corresponding number is used to provide detailed information about the source cited in the text.

**Example:**

^1 Author's Name, "Title of the Article," Journal Name, Volume (Issue), Page range (Year).

3. Reference Page: At the end of the document, a separate page titled "Bibliography," "References," or "Notes" includes a full list of all sources cited throughout the text. The sources are listed in the order of their appearance in the document, with the corresponding numeric digits used in the text.

Note that in the Note System of referencing, there is no separate list of references with detailed citations at the end of the document, as seen in other referencing styles such as APA or MLA. Instead, all the details of the sources are provided in footnotes or endnotes throughout the text.

### 5.2. General Rules for in-text citation

General Rules for Reference List:

**1. Separate Page:** The reference list is placed on a separate page after the main body of the paper.

**2. Title:** The title "References" is used to indicate the list of comprehensive references.

**3. Inclusion of Cited Sources:** Only sources that have been cited in the paper should be listed in the reference list.

**4. Full Stops:** Each reference entry ends with a full stop (period).

**5. Order of Entries:** The reference list is arranged in the same order as the citations appear in the paper.

**6. Numeric Digit:** Each entry is preceded by the numeric digit used for it in the text, usually in superscript.

Example:

(1) Author A. Title of the Article. Journal Name. Year; Volume (Issue): Page range.

**7. Italicization:** Titles of significant sources, such as books or journals, are italicized.

Example:

(2) Author B. Title of the Book. Publisher; Year.

**8. Titles of Component Works:** Titles of smaller parts of a more significant work, such as a book chapter, journal article, or newspaper, are neither italicized nor enclosed in quotation marks.

Example:

(3) Author C. Title of the Book Chapter. In: Editor E, ed. Book Title. Publisher; Year. Page range.

**9. Bibliography vs. Reference List:** If you want to acknowledge sources that have been consulted but not directly cited in your paper, you can include them under a separate heading "Bibliography" on a separate page.

Example:

**Bibliography**

Author D. Title of the Unpublished Report. Year.
Author F. Title of the Webpage. Website Name.
URL.
By following these general rules for the reference list, you ensure that your sources are properly credited, and your paper adheres to the required referencing style.

### 5.3. Whatever information is provided

The number of each source is given in the sequence as it appears in your document. If you cite the same source again in your document, use the same number that you have used previously for the source in your work. The author's name may also be used in your text but must follow a number.

Richard (5) described in his work.....

### 5.4. General Rules for Reference List

- At the end of the paper, a separate page contains a list of comprehensive references.
- The title 'References given to the list.
- Only those sources that have been cited in your work are to be listed.
- Each reference ends up with a full stop (.).
- The list is arranged in the same order as the references used in your work.
- Each entry is preceded by the numeric digit used for it in the text.
- (8) Richard BR.....
- (9) Adam L.....
- Titles of a more significant source, such as a book or journal, are italicized.
- Titles are a component of more considerable work, such as a book chapter, a journal article, or Newspapers are neither italicized nor enclosed in quotation marks.
- If you want to mention sources that have been utilized in the hunt for knowledge but are not cited in your document, they can be mentioned under the heading "Bibliography "on a separate page.

### 5.5. How to Write the Name of an Author?

The format for writing the name of an author is as follows:
1. Last Name: Write the last name (surname) of the author first.
2. First Name Initials: After the last name, write the initials of the author's first name(s) without any full stop after each initial. Use only the first letter of each given name.
Here are examples to illustrate this format:
1. For an author with the name "Saima Shah":
- Last Name: Shah
- First Name Initials: S
The author's name will be written as: Shah S

2. For an author with the name "Saima Shah Khan":
   - Last Name: Khan
   - First Name Initials: S S
   The author's name will be written as: Khan SS

By following this format, you can accurately represent the name of an author in a concise and standardized manner.

### 5.6. What to do if Name of Author is not Available in the Source?

One of the following two steps can be taken to encounter a situation when the name of an author is not available in the source:

- Use the name of a corporate author; the name of an organization, a company, or a publisher owning a document in case of the absence of any specific author/s is called a corporate author.
- Write "Anon." in place of the author's name. However, using a source in which an author or a corporate author's name needs to be provided is not prudent.

### 5.7. What to do if the Date of Publication is not Provided in a Source?

If you cannot locate the date of a source, write (undated) or (no date) in place of date.

### 5.8. What to do if a Source has been used Several Times in Your Work?

If you have used a source more than once in your document, use the same Numeric digit each time you have given to a source in the beginning.

### 5.9. What to do if Numerous Sources have been Cited Together?

If you have supported your argument with more than one source, you need to mention each in your in-text citation as a numeric digit separated by a comma (,).

The citation will appear as follows:

- There is disagreement among scholars (3, 4, 6, 8).
- If you have referred to a sequence of entries, a hyphen (-) is used instead of a comma.
- There is a disagreement among scholars (5-8, 10).

### 5.10. What and how to cite if you have Read about a Source in Another one?

In case when you are referencing a source that is not directly read by you but is cited by a source you have read, the in-text citation appears like this:

According to Maryam as cited in Ghaznavid (5) found that..... In the reference list, a reference for Ghaznavid, and not for Maryam, would be provided.

### 5.11. What to Capitalize in a Title?

The rules for capitalizing titles vary depending on the style guide being followed. However, in general, the following guidelines apply for capitalizing titles:

1. Capitalize the First Letter of the First Word: The first letter of the first word in the title should always be capitalized.
2. Capitalize Proper Nouns: Capitalize all proper nouns, which include names of specific people, places, organizations, and unique entities.
3. Capitalize Important Words: In most styles, significant words in the title are also capitalized. These important words typically include nouns, pronouns, verbs, adjectives, and adverbs.
4. Do Not Capitalize Articles, Conjunctions, and Prepositions: Short words such as "a," "an," "the," "and" "but" "or" "in," "on," "with," etc., are not capitalized unless they are the first word in the title.

Examples of title capitalization:

- "The Great Gatsby" (novel)
- "Harry Potter and the Sorcerer's Stone" (book)
- "The Theory of Relativity" (scientific concept)
- "Star Wars: Episode IV - A New Hope" (film)
- "National Geographic Magazine" (publication)
- "The Adventures of Huckleberry Finn" (novel)
- "To Kill a Mockingbird" (novel)
- "Inception" (film)

It is essential to follow the specific style guide requirements for capitalization, as different styles may have slightly different rules. Common style guides include APA (American Psychological Association), MLA (Modern Language Association), Chicago Manual of Style, and AP (Associated Press) style. Always check the specific style guide relevant to your work or consult the guidelines provided by your institution or publisher for accurate title capitalization.

### 5.12. What to do if there are Various Sources with Same Author/s and Same Year of Publication?

If there is more than one publication included whose author/s and year of publication are the same, each reference is given a different entry with a distinct number.

### 5.13. How to Write and Cite a Quotation?

When incorporating a quotation in your writing and citing it, follow these guidelines:

**1. Use Quotation Marks:** When directly using the exact words of an author without paraphrasing, enclose the quotation in single quotation marks (...').

**2. Mention Page Number:** When citing a quotation, it is essential to mention the page number where the quote can be found in the original source. Place the page number in parentheses after the quotation.

**3. Two-Lines Quotation:** If the quotation is two lines or shorter, you can integrate it within the text and enclose it in single quotation marks.
Example:
Ghaznavi (8) mentioned 'olive oil is the...food' (p. 15).
**4. Full Stop Placement:** Place the full stop after the parentheses of the citation, not before the closing quotation mark.
Example:
Ghaznavi (8) mentioned 'olive oil is the...food' (p. 15).
**5. Quotation of More Than Two Lines:** If the quotation is more than two lines, start it on a new line, with a five-space indentation (or as per the formatting style being used). Enclose it in single quotation marks.
Example:
What so far has been observed till this century, in his book Ghaznavi (8) mentioned:
'Honey can be used as food...best source. With the passage of time new discoveries produced the strength in the belief...and has proved the truth' (p. 28). It shows sagacity...
Remember to provide accurate and complete citations for all the quotations you use in your work. The specific format of citation (APA, MLA, Chicago, etc.) depends on the referencing style you are required to follow. Always check the guidelines of the relevant style guide or your institution's requirements for proper citation.

### 5.14. How to Cite Personal Communications?

- Personal communications include conversations, interviews, spoken lectures, personal files, telephone conversations, letters, and e-mail messages.
- Their reference is not given in the reference list. They are cited only in the in-text in a way like this:

(<name of communicator>. <type of communication>, <YY MM DD>)

### 5.15. Referencing Various Types of Books

- Edition is only required to mention only when it is not the first.
- The number of editions is written this way: nth ed., for example 2nd ed., 4th ed.; write rev. ed., if it is a revised edition.

**a. Book with an Author:**

<Name of Author>. <Book Title>. <Edition>. <Place of publication>:<Name of Publisher>;<Publication Year>.

**b. Book with a Corporate Author**

<Name of corporate author>. <Book Title>. <Edition>. <Place of publication>: <Name of Publisher>; <Publication Year>.

**c. Book with an editor/s**

<Name of editor>, editor. <Book Title>. <Edition>. <Place of publication>: <Name of Publisher>; <Publication Year>.

If there is more than one editor, write their names the same way as for the authors; write editors in place of editor.

**d. Chapter in an edited book**

<Name of Chapters Author>. <Chapters title>. In: <Name of Editor>, editors. < Book Title>.
<Place of publication>: <name of Publisher>; <Publication Year>. p.
<range of page numbers>.

If there are more than one editor, write editors in place of editor. Range of page is written this way: <starting page – ending page>. For example: 31-45,121-9

**e. Electronic Book (e-Book)**

<Name of Author>. <Book Title>. <Edition>. <Place of publication>:
<Name of Publisher>.
<Publication Year>. Available from: <URL> [Accessed <date of access>].

Date of access refers to the date when you retrieved the source from the internet.

It is written this way: <DD MM YY>; for example: 26th August 2022.

**f. Various Types of Journal Articles**

- Author names are written the same way as they are guided above.
- Volume and issue number can be omitted if it is not provided in the source.

**g. Journal article in Print**

<Name of Author/s>. <Article Title>. <Journal Title>. < publication year >; volume number (<issue number>): <range of pages>. Volume number and issue number are written in numeric digits such as 2, 5, 45 etc.
Range of pages is written this way:
<starting page number– ending page number> such as 24-33, 151-9.
Note: the digits are not repeated in the ending page number if they belong to the same sequence as that of starting page)

**h. Article from e-journal**

<Name of Author/s>. <Article Title>. <Journal Title>. <publication year>; volume number (<issue number>): <range of pages>. Available from: <URL> [Accessed <date of access>].

Date of access refers to the date when you retrieved the source from the internet. It is written this way: <DD MM YY>; for example: 23rd April 2016.

**i. Preprint Journal Article**

A journal article which is submitted and before peer review but not printed yet is referred as follows:

<Name of author/s>. <Article title>. Submitted to <Journal title>. [pre-print] <Publication Year>. Available from: <URL> [Accessed <date of access>].

### 5.16. Various Types of Newspaper Articles

**a. Newspaper Article in Print**

<Name of Author>. <Article title>. <Newspaper Title>. <YY MM DD of publication>; Sect.<write section> (col. <Column number>)

Month (MM) is written in abbreviated form to the first three letters such as Jan, Mar etc.

**b. Newspaper Article without Author Name**

<Article title>. <Title of Newspaper>. <YY DD MM>; Sect. <write section> (col. <Column number>)

### 7.18. Various Sources Available on Internet

**a. Page on a Website**

<Name of Author/s>. <Page title>. Available from: <URL>

[Accessed <date of access>].

Date of access refers to the date when you retrieved the source from the internet. It is written this way: <DD MM YY>; for example: 26 August 2022.

**b. Blog**

<Name of Author/s>. <Blog Title> [Internet]. <Place of publication>:<Publisher>. <Year of publication/ copyright of blog> - [cited <YY MM DD>]. Available from: <URL>

If place of publication is not known replace the piece of information with [place unknown]. Month (MM) is written in abbreviated form to the first 3 letters such as Jan, Mar etc.

### 8. MLA Referencing Style

MLA (Modern Language Association of America) Referencing style has its publication in two different documents:

- MLA Style Manual and Guide to Scholarly Publishing.
- MLA Handbook for Writers of Research Papers.
- Both documents keep similar information and formatting.

**Modern Language Association**

**MLA Style Manual and Guide to Scholarly Publishing:** This publication

offers comprehensive guidelines for scholarly writing and publishing. It covers various aspects of academic writing, including citations, formatting, and manuscript preparation.

**2. MLA Handbook for Writers of Research Papers:** This handbook is widely used by students and researchers to understand and apply the MLA style in their academic papers. It provides detailed instructions for in-text citations, the list of works cited, formatting of the paper, and other essential elements of MLA-style writing.

Both documents contain similar information and formatting guidelines, but the MLA Handbook for Writers of Research Papers is more commonly used by students and researchers for practical applications. It is regularly updated to reflect changes in citation rules and best practices in academic writing.

When using the MLA style, it is essential to follow the guidelines outlined in the MLA Handbook or the MLA Style Manual, depending on the context and requirements of your academic work. The correct and consistent application of MLA style ensures that your writing is properly formatted and credited, providing clear and concise references for all the sources you use in your research.

## 8.2 System of Referencing

- It uses a parenthetical system of referencing.
- A brief in-text reference containing the author's name and the page number of the source surrounded by round brackets is provided.

## 8.3. Disciplines using the Style

This referencing style is used in various subjects of linguistics and literature.

### a. General Rules for in-text Citation

- It uses a parenthetical system with the author's name and the source's page number. Thus, the reference in the text appears like this: (<author surname> <page number/s>)
- In the in-text citation, only the author's last name (surname) is used; the author's name and page number are not separated by a comma (,). For example: (Aizaz 23)
- If the page number is unavailable, write only the author's name.
- It is also allowed to write the author's name out of the bracket. For example, Ihsan observes.....(40).
- If two references following each other belong to the same source, omit the author's name and only write the page number in the latter instance. For example, it is essential to have changed (Andrea 40).
- Many changes in history have been brought about by revolution (43)
- If more than one work by the same author is used, include a shortened title version.
- Punctuation marks such as commas or full stops are used after the

citation and not before them.

**b. General Rules for Works Cited List**

- Detailed references are listed on a separate page at the end of the document.
- The title "Works Cited" is given to the list.
- Only those sources are to be listed that have been cited in your work.
- Each reference carries hanging indent i.e., the first line of each reference is flushed to the left margin, remaining lines are indented.
- Each reference ends up with a full stop (.).
- The list is arranged in alphabetical order with reference to the first author's surname or the first significant word of the title (if the reference has begun with it in case of the absence of author's name).
- If various sources of same authors are used, the references are alphabetically listed first by the first author's name then by title.
- Either to write the complete first names of author or to use only the initials of first names depends on how they are provided on the title page of the source.
- Use whatever is provided by the source.
- Titles that belong to independently published work such as a book, journal etc. are italicized.
- Titles that are a piece of some larger work (such as journal articles, essays, individual stories or poems, chapters of books, pages in web sites) are enclosed in double quotation marks.
- Titles of unpublished sources are also enclosed in double quotation marks.

**c. How to Write the Name of an Author?**

In the in-text citation only the surname of an author is used; if there is more than one author with an identical surname then the first names or the initials of first names are also mentioned. In the reference list, the name of an author is written in a way:

- The last name is written first and afterwards first name/s or the initials of the first name/s are written; A comma (,) is put right after the last name of author and a full stop is put after the initials.

**For Example**

- Muhammad Anas is written as Anas, Muhammad or Anas, M.
- Muhammad Asad Khan is written as Khan, M. A.

Either to write the complete first names of author or to use only the initials of first names depends on how they are provided on the title page of the source. Use whatever is provided by the source. An important thing to keep in mind is: the above method of writing name of author goes only for the first mentioned author in a particular reference; if a reference contains more than one authors, the names of authors other than the first one is written the same way as they are i.e. the first names

first and the last name afterwards.

**d. General Format for Reference for Various Types of Sources**

Names of authors/ editors are written the same way as they are guided above.
i.e., first the surname is written followed by the initials of first name.

**e. Various Types of Books**

Edition is only required to mention only when it is not the first; if an edition is not available omit the piece of information. The number of editions is written this way: nth ed., for example 2nd ed., 4th ed.

**f. Book with an Author**

<Authors last name>, <first name>. <Book Title>. <Edition>. <Publication place>:<Publisher>, <publication year>.

**g. Book with more than one Author**

For books with more than one author every piece of information remains the same as the book with one author

**8.4. What to do if there are Multiple Authors of a Source?**

**a. Book with a Corporate Author**

<Name of corporate author>. <Book Title>. <Publication place>:
<Publisher>, <Publication year>.

**b. Book with an Editor**

- If there are more than one editor, write their names the same way as for the authors; abbreviation "Eds." is used for multiple editors.
- In the in-text citation "Ed. or Eds." is not written.

**c. Book with Multiple Volume**

When using information from a single volume in your whole document: <The volumes authors surname>, <first name>. < Book Title>. Ed. <Editors first name> <surname>. vol. <mention the volume number>.<Publication place>: <Publisher>, <Publication year>.

- Volume number is mentioned in numeric digits such as 2, 45, 34 etc.
- When using information from more than one volume in your document:

<Editors surname>, <first name>, ed. <Book Title>. <Total number of volume> vols.<Publication place>: <Publisher>, <Publication year>.

**d. Chapter in an edited book**

<Surname of chapters Author>, <First name>. "<Chapter title>." <Book or Collection title>. Ed. <Editors first name> <surname>. <Publication place>: <Publisher>, <Publication year>. <Range of pages>

- Use abbreviation Eds. if there are more than one editor.
- Range of pages refers to the page numbers on which the chapter exists in the book; it is written this way: 134-39.

**e. Electronic Book (e-Book)**

<Authors last name>, <first name>. <Book Title>. <Edition>. <Publication place>:<Publisher>, <publication year>. <Name of database>. Web. <date of access>.

- Date of access refers to the date when you retrieved the source from the internet.
- It is written this way: <DD MM YY>; for example: 26August 2022.

**f. Various Types of Journal Articles**

Volume and issue number can be omitted if they are not provided in the source.

**g. Journal article in Print**

<Author surname>, <first name>. "<Article title>." <Journal title>. <volume number>. <Issue number> <Publication year>: <range of page numbers>.

- Volume number and issue number are written in numeric digits such as 2, 5, 45 etc.
- Range of pages is written this way: <starting page number–ending page number> such as 24-33, 15-26 etc.

**h. Article from e-journal**

<Author surname>, <first name>. "<Article title>." <Journal title>. <volume number>. <Issue number> <Publication year>: <range of page numbers>. <Name of database>. Web. <date of access>.

- Date of access refers to the date when you retrieved the source from the internet.
- It is written this way: <DD MM YY>; for example: 26 August 2022.

**8.5. Various Types of Newspaper Articles**

**a. Newspaper article in Print**

<Authors surname>, <first name>. "<Article title>." <Title of Newspaper> <DD MM YY of publication>, p. <page number>.

- Day (DD) is written as a numeric digit such as 1, 13, 23
- Month (MM) is written in spelling such as January, March etc.

**b. Newspaper article without author name**

"<Article title>." <Title of Newspaper> <DD MM YY of publication>, p.
<page number>.

**c. Newspaper article available online**

< Authors surname>, <first name>. "<Article title>." <Title of Newspaper> <DD MM YY of publication>. Web. <Date of access>

- Date of access refers to the date when you retrieved the source from the internet.
- It is written this way: <DD MM YY>; for example: 26 August 2022.

**d. Various Sources Available on Internet**

- Date of access refers to the date when you retrieved the source from the internet.
- It is written this way: <DD MM YY>; for example: 26 August 2022.

**e. Entire website**

<Authors surname>, <first name>. <Website title>. <Name of affiliated organization> <DD MM YY of site creation>. Web. <Date of access>.

**f. Page on a website**

<Authors surname>, <first name>. "<Page title>." <Website title>. <DD MM YY of page

- creation>. Web. <Date of access>.

**g. Twitter update**

- <Authors surname>, <first name> (<authors twitter name or handle>). "<Quote of the tweet text>." <DD MM YY of tweet>,
  <time of tweet>. Tweet.

**h. Blog**

- <Authors surname>, <first name>. "<Post title>." <Website Title>,
  <DD MM YY of publication>. Web. <Date of access>.

**9. Chicago Referencing Style**

This style was originated by the University of Chicago more than a hundred years ago. The first version of the Chicago Manual of Style was published in 1981. With time the manual kept on having revised and published new editions. So far, the manual has had sixteen editions. The latest edition, i.e., the 16th, was published in 2010. It uses the note system of referencing. A reference is first given in the form of footnotes preceded by a numeric digit; then, it is provided again at the end of the document in the form of a reference list/ bibliography. The format used in the reference list is different from the footnotes:

- In the footnotes the name of the author is written as it is; in the

bibliography, firstly, the author's last name is mentioned, then the first name/s or the initial/s of the first name/s is written separated by a comma.

- No number is mentioned preceding the reference list, as mentioned in the footnote.
- Publisher and place of publication are not written within round brackets (as it is done in the footnotes).
- In the footnote, various pieces of information, such as author name, title, and publication date, are separated by a comma; in the reference list, the pieces of information are separated by a complete stop.

**a. Disciplines using the Style**

This referencing style is used by various subjects of arts and humanities.

**b. General Rules for in-text Citation and Footnotes**

A number for each reference is given in the superscript without any parenthesis.

Numbers for each source are given in the sequence as it appears in a document. The reference of the source is provided in the footnote, preceded by the numeric digit mentioned in a text, followed by a full stop (.). There may be a variation in the amount of information in each footnote. When the source is cited for the first time, complete information about it must be mentioned.

<authors first name> <authors last name>, <title> (<place of publication>:<publisher>, <year>), <page nos.>.

If you cite the same source again in your document, use a new number for it that comes in the sequence. If the same source is cited for the second or more time, the foot note appears like this:

<authors last name>, <title>, <pg. nos.>.

The title may also be reduced in the subsequent footnote if it carries more than five words. For example, the title "Wh-Movement. Pattern in the Spoken Discourse of Teachers a ***Syntactic Analysis"*** may be reduced this way: 'Syntactic analysis, teachers' discourse; notify in the shortened version of the title, a comma is to be put in place of the left words. If the two or more footnotes following each other are identical except for the page numbers, the word "Ibid" may be used instead of the reduced information.

Ibid, <page nos.>

(Note: Ibid. is the abbreviation of “Ibidem” which means “in the same place”)

If you want to mention sources that have been utilized in the hunt for knowledge but are not cited in a document, they can be mentioned under the heading “Bibliography” on a separate page.

**c. General Rules for Reference List**

- At the conclusion of the article, there is an additional page with a thorough list of references.
- The title 'References is given to the list.
- Only those sources that have been cited in the work are to be listed.
- Each reference ends up with a full stop (.).
- Each reference carries a hanging indent, i.e., the first line of each reference is flushed to the left margin, remaining lines are indented.
- No entry is followed by the numeric digit used for it in the text.
- The list is arranged in alphabetical order regarding the first word mentioned in the reference.
- If a title or a corporate author has been used instead of the author's name, the reference is listed under the first significant word, not A, An, or The.

**d. How to Write the Name of an Author?**

Chicago referencing style uses two different ways of writing the names of authors for foot notes and reference list.

**e. Writing the Name in Footnotes**

The author's name is written as it is, i.e., the first name/s of the author is/are followed by the last name. The first names' initials, followed by a full stop, may also be used.

For example,

Omama Khan or O. Khan

**f. Writing the names in Reference list:**

- The author's last name is written first, followed by the first name or the initials of the first name.
- If the initials of the first names are used, a full stop is put after them.
- A comma (,) is put right after the last name of the author. For Example,

Huma Khan is written as Khan, Huma or **Huma, K.**

- The above method of writing the name of the author goes only for the first mentioned author in a particular reference.
- If a reference contains more than one author, the names of authors other than the first are written the same way as in the footnotes.

**10. Publication**

**1. Write a Research Paper**

An academic article, known as a research paper, presents an analysis, an interpretation, and an argument based on an extensive independent investigation. Academic essays and research papers are

comparable, but research papers are often lengthier and more in-depth projects used to assess your writing and academic research abilities. When writing a research paper, you must show that you are well-versed in your subject, interact with various sources, and add something unique to the conversation. This step-by-step manual will take you from comprehending the writing process to editing your finished product.

**2. Understand the Assignment**

Completing a research paper means accomplishing the specific tasks assigned to you. Before you begin, make sure you thoroughly understand the assignment task sheet:

- Please read it carefully, looking for any confusion your professor might need to clarify.
- Identify the assignment's purpose, deadline, length specifications, formatting, and submission method.
- Make a bullet list of key points, then go back and cross off completed items as you write.
- Consider your time frame and word limit carefully: Be realistic, and plan enough time for research, writing, and editing.

**3. Choose a Research Paper Topic**

There are various methods to develop ideas for a research paper, from writing down thoughts on paper to conversing with a classmate or lecturer. You can try free writing, which involves writing continuously for two or three minutes on a broad topic to identify anything relevant that might be interesting. Research papers' discussion or recommendations section often includes ideas for other specific topics that require further investigation. You may also be inspired by another research. Once you have a broad topic area, narrow it down to a topic that interests you, meets the criteria for your assignment, and is feasible to research. Make an effort to come up with unique and focused ideas:

- To date, in World War II, a document would need to be more unique and detailed.
- It would be particularly creative to write a thesis about what it was like for Danish inhabitants to live close to the German border during World War II.

**4. Do Preliminary Research**

There are various methods to develop ideas for a research paper, from writing down thoughts on paper to conversing with a classmate or lecturer. You can try free writing, which involves writing continuously for two or three minutes on a broad topic to identify anything relevant that might be interesting. Research papers' discussion or recommendations section often includes ideas for other specific topics that require further investigation. You may also be inspired by another research. Once you have a broad topic area, narrow it down to a topic that interests you, meets the criteria for your assignment, and is feasible to research. Make an

effort to come up with unique and focused ideas:

- To date, in World War II, a document would need to be more unique and detailed.
- It would be particularly creative to write a thesis about what it was like for Danish inhabitants to live close to the German border during World War II.

**5. Preparing a Thesis Statement**

The aim and stance of your thesis are established in your thesis statement, which is a description of your primary argument. The thesis statement should respond to your research question as a starting point. Additionally, it should include the arguments and data you will utilize to back up your position.

Make a claim that needs further support or analysis and then provide a tie-in for each work section. The thesis statement should be concise, controversial, and coherent. This implies that it should condense your case into one or two sentences. Although the thesis statement will change as you conduct additional research, it can be a guide while writing. Each paragraph should aim to support and develop this central claim.

**6. Outline a Research Paper**

An outline for a research paper is simply a collection of the key ideas, arguments, and evidence. You wish to incorporate, divided into sections with headers so you may get a rough understanding of the structure of the paper before you begin writing. Investing some time in creating a framework outline is worthwhile since it may make the writing process more effective.

**7. Write a First Draft of a Research Paper**

Your first draft wont is perfect—you can polish it later. At this point, your top priorities should be as follows:

- Keeping the forward motion—write now, perfect later.
- Pay attention to clear organization and the logical order of paragraphs and sentences, which will help you with the second draught when it is finished.
- Try to be as transparent as you can in expressing your thoughts so that when you go back to the text, you will understand what you were trying to convey.
- You can start by writing an introduction. Start where it feels most natural to you — some prefer finishing the most challenging parts first, while others want to begin with the most straightforward part. If you have made a sketch, use it as a map as you work.
- Do not delete large sections of text. If you start to dislike something you have written or think it does not fit, move it to a different document, but don't discard it entirely – you never know.

**8. Citing Sources**

It is also essential to check references at this stage to avoid accidental plagiarism. When you use a source, cite where the information came from.

You can use our free citation generators to generate citations automatically and save your citation list as you go.

**9. Write an Introduction**

In the introduction of a research piece, three questions—What, why, and how—should be addressed. The reader should be aware of the topic and purpose of the work—worthwhile reading, and how you will support your claims when you finish the introduction. Be clear about the paper's subject, provide its historical context, and identify any important terminology or concepts. Why? The most crucial and challenging aspect of the introduction is this.

Try giving short answers to the following questions:

- What new content or insight are you offering?
- What essential issues does your essay help explain or answer?
- How? The introduction should provide a "map" of what will be presented, quickly outlining the key components of the work in chronological sequence.
- It will let the reader know what to expect from the rest of the article.

**10. Write a Great Body of Text**

One of the main challenges most authors have is arranging the data offered in a paper, which is why outlines are so helpful. Nevertheless, remember that the outline is merely a guide and that you can be flexible with the sequence in which you present the facts and your arguments when you write.

- Use your thesis statement and subject sentences to keep your writing on course.
- Compare each subject sentence to the thesis statement, the topic sentences to one another for resemblance and logical order, and the topic sentence of this paragraph.
- Watch out for sentences that cover the same subject twice.
- A topic should be approached differently if two paragraphs express the same argument.
- Try to transition between phrases, paragraphs, and sections smoothly.

**10.11. Write the Result**

A research paper conclusion is designed to help take your reader out of the paper's argument, providing them with a feeling of completion. Trace the development of the article, highlighting how everything works together to support your argument. Give a sense of closure by ensuring the reader understands how you solved the problems raised in the introduction. You can also discuss the more general conclusions of the argument, outline what the paper offers to future students on the topic and

suggest any questions that raise the paper's argument but cannot or will not try to answer.

- Accusations should not be made.
- Present new arguments or necessary information.
- Take up more space than necessary.
- Start with stock phrases that indicate that you are finishing the paper (such as "in conclusion").

- **Research Proposal Template**

When putting up a program application for a higher research degree, a concise statement explaining the intended area of research (a research proposal) must be submitted. It is recommended to consult with a faculty or school academic staff member in the research area of interest before applying.

Liaison with an academic allows you to develop a proposal that aligns with established disciplines and areas of supervisor competence. You must write your research proposal and citation accordingly. The exception is when your potential supervisor finalizes a research proposal with you for a specific research project that has already been defined. Please see the University's academic integrity pages and policy.

**a. General**

One to three pages are often appropriate depending on the area of research.

**b. Length**

From 1 to 3 pages but it depends.

**c. Research**

Recommended minimum requirements are identified with an asterisk (*).

**d. Research Topic/Title"**

An initial working title should be provided and describe the content and direction of your project—for example, A template to assist research students in developing a research proposal.

**e. Background**

What is already known or unknown?

**f. Objectives**

What do you want to know, prove, demonstrate, analyze, test, investigate or test? List your project objectives in logical order. For example:

The project aims to:

- Provide an outline of the research proposal.
- Enable a prospective student to prepare research proposals.

**g. Procedures**

- How do you expect to achieve these goals?
- What do you need (describe any special equipment, software, or content)?
- Do you have access to the necessary data or expertise?
- Do you need unique resources?
- Are there obstacles or drawbacks?
- Does the project involve human ethics or animals?
- Ethics or safety implications?
- Is travel or fieldwork required?
- If so, where, how long, and at what intervals?

**h. Expected Results, Significance or Rationale**

- Why is this important?
- What do you hope it will deliver?
- What are the expected results?
- Establish the importance of your project by highlighting its origins or why it is worth pursuing.
- Highlight benefits, positive expected outcomes or innovative applications of knowledge.

**i. Timeframe**

Identify the timeframe for each broad phase, considering the literature survey, data collection, production, modeling, review, analysis, evaluation, reporting, chapter and thesis writing, and thesis submission date.

Encapsulating a variety of academic genres in a single book has never been easy, and it becomes even more challenging in this digital world where readers tend to skip more than skim and scan. However, I have found Saleem's this venture so informative and engrossing that not only undergraduates would find it hard to avoid, but also, it is going to cater to the academic needs of fresh graduates, teachers, researchers and entrepreneurs.

**Dr. Zafar Iqbal Khattak**
ELC, University of Technology and Applied Sciences
Al-Mussanah, Sultanate of Oman

The efforts put into writing this book contribute to academia in general and linguistics [language skills] in specific. The reader would be benefited academically, technically, and linguistically. The book is recommended to undergraduates, graduates, and research scholars.

**Prof. Dr. Wasima Shehzad**
Dean, Faculty of Social Sciences
Air University, Islamabad, Pakistan

Muhammad Saleem is a precocious young researcher, and the book in question shall speak for his intellectual endowment. The contents show that this book, English Writing, will present guidance on three types of writing: academic, technical, and research. With such detailed contents, students and readers will find an abundance of guidance and resources in it. This book will serve learners, practitioners, and researchers alike as well as teachers who may use it as a resource for teaching any of the writing skills. I highly recommend English Writing to anyone who is interested in writing in English for any purpose. I wish him all the best in his laudable endeavor.

**Prof. Dr. Mujib Rahman**
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Published by Wah Academia (SMC-PVT) Ltd, CB-458, Lane 9, Nishtar Road, Lalazar, Wah Cantt.
Tel: (92)301 5071112. email: info@wahacademia.com
https://org.wahacademia.com/

# Master the Art of Effective Writing

Whether you're a student, researcher, or professional, *Write Better in English* is your essential guide to producing clear, concise, and compelling documents. This comprehensive resource covers academic, technical, and research writing, helping you develop skills that will elevate your work to international standards.

## Inside, you'll learn how to:

- Plan, structure, and refine your writing for maximum clarity
- Avoid common grammar and style pitfalls.
- Write persuasive research papers and technical reports
- Use evidence effectively to support your arguments
- Adapt your tone and format for different audiences and purposes

## Why this book?

Packed with real-world examples, practical exercises, and step-by-step guidance, this book transforms writing from a daunting task into a manageable—and even enjoyable—process.

ISBN 978-6-27-790110-3
9 786277 901103