Polishing Style

(BSI-313)

Presented By:

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Polishing Style

Credible:
the quality of being believable or trustworthy

- Technical reports are written to read by stakeholders.
- A good document presentation improve credibility.
- For self-explanatory, concise looking and effective reports, polishing is required

Concise: expressing much in few words

- Polishing means to service a writing.
- A good writing deserves polishing just as we like to polish our shoes when we dress up for an occasion

Structure

- Title
- Summary/Abstract
- Contents
- Introduction
- Body
- Conclusion
- References
- Bibliography
- Appendix

Preamble

- An introduction to legal document such as a Bill or a constitution
- Describes the purpose or objective of the text
- Interchangeably used with ‘Prologue’
- Can be Made up of a couple of lines, or paragraphs
- Example: Beginning of The Constitution of Pakistan, Preamble to the Charter of United Nations

PREAMBLE

CONSTITUTION OF THE UNITED STATES

We the People of the United States,
in order to form a more perfect Union,
establish Justice, ensure domestic
Tranquility, provide for the common Defence,
promote the general Welfare, and secure
the Blessings of Liberty to ourselves
and our Posterity, do ordain and
establish this Constitution for the
United States of America.

Abstract

- Highlights the major points of formal report
- Includes purpose of the work (objectives),methodology, scope of the work, results, conclusions.
- Written to appeal to a potential reader
- Enable readers to decide whether to read the full report
- Typically 200 to 250 words long.
- Don’t use abbreviations. Don’t repeat exact title
- Don’t add figures tables or references.
- Has two types: Descriptive or Informative

Summary

- Summary consolidates the principal points of a report
- Should restate the document’s purpose, methods, findings and results
- Usually 10% of the size of the report
- Should be concise
- Placed at the start of the body of the report.
- Fact based discussion.

Table of Contents

- Lists all major sections, or heading in order of their appearance, along with page number
- Overview of the subject matter
- Typically included in a report longer than 10 pages
- Previews the contained work, and how its organized
- Guides readers to important sections quickly, and easily
- Placed after the title page, and abstract

Table of Contents Cont.

- The table of contents only lists heading of the report
- Table of contents can have more than one level of headings, subheadings
- Page numbers are normally to be right justified
- Sub heading should start one indent level higher than the main heading
- Font of the subheadings can be smaller than the main heading, not necessary

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Glossaries

- Alphabetical list of definitions of specialized terms used in report
- Should be concise
- Written in dictionary style, definition following the term
- Placed after appendices, and bibliography

Glossary of Terms

- **ACTUATE TIME:**
  The time between the application of the coil voltage and the operation of the relay contact. Some manufacturers include bounce while others exclude it so caution is needed with this term. Pickering prefer to specify **OPERATE TIME** and **BOUNCE TIME**. See these terms.
- **AMPERE-TURNS:**
  A convenient measure of magnetic field level. Reed switch sensitivity is usually measured in Ampere-Turns (AT). The magnetic drive from the relay operating coil can be calculated in AT, simply the product of the number of wire turns on the coil and the current flowing through it.
- **BIAS MAGNET:**
  A permanent magnet which is added to a relay. Most commonly this technique is used to create a Form B (energize to break) relay. The magnet operates the reed switch and the field from the coil cancels the field from the magnet causing the switch to open when energized. The technique is also sometimes used to create a bi-stable or latching relay.
- **BOUNCE TIME:**
  Contact Bounce is the intermittent opening of switch contacts occurring after the initial closure of the contacts due to mechanical rebound.
- **BREAKDOWN VOLTAGE:**
  The breakdown voltage is the maximum level that can be applied to the open switch contact before breakdown occurs. The level is primarily determined by the size of the contact gap and the type of inert gas used within the reed switch capsule. High voltage reed switches are normally in a vacuum. (See also **STAND-OFF VOLTAGE**).
- **CARRY CURRENT:**
  The maximum continuous current that can be carried by the switch contact after it has operated and contact bounce has ceased. This figure is usually higher than the switching current. There are other factors that determine this figure but the main one is the heating effect of the current and switch resistance (I^2R).
- **COAXIAL SHIELD:**
  Usually in the form of a copper tube around the reed switch with a connection at each end of the device. Most commonly used to create a relay intended for high frequency or high speed digital applications with a 50 Ohms characteristic impedance.
- **COIL:**
  An assembly consisting of many turns of wire which surrounds the reed switch. The magnetic field generated by the current flowing through this coil causes the operation of the reed switch.
- **COIL POWER:**
  The power in Watts, required to operate the relay. This is the product of the current drawn and the coil voltage. Some sensitive Pickering relays have power levels of less than 10 mW.
- **COIL RESISTANCE:**
  The nominal coil resistance of the relay operating coil and is usually specified at 25 Degrees Centigrade. The coil resistance will increase with temperature at a rate of approximately 0.4% per degree C, this being the coefficient of resistance of the copper coil winding. With increasing temperature and increasing coil resistance, the level of magnetic field generated by the coil will become lower as the current falls but this can sometimes be accommodated by increasing the coil voltage. This is the main factor that determines the upper temperature specification of the relay.

Glossary

Agate	Small type (usually 5.5 point) used for sports statist
Air	White space used in a story design.
All caps	Type using only capital letters.
Amberlith	An orange plastic sheet, placed over a pasted-up pa or print in another color.
Anchor	An image, word or phrase (usually in color and unde
Application	A computer software program that performs a speci
Armpit	An awkward-looking page layout where a story's ba
Ascender	The part of a letter extending above the x-height (a
Attribution	A line identifying the source of a quote.
Banner	A wide headline extending across the entire page.

Footnotes

- Superscripts placed at the end of sentences correspond with the numbers placed at the end of page
- Conveys information both necessary, and supplementary
- Information provided without disrupting the flow of writing
- Can be cite references, or a brief explanatory comment

Writing Footnotes

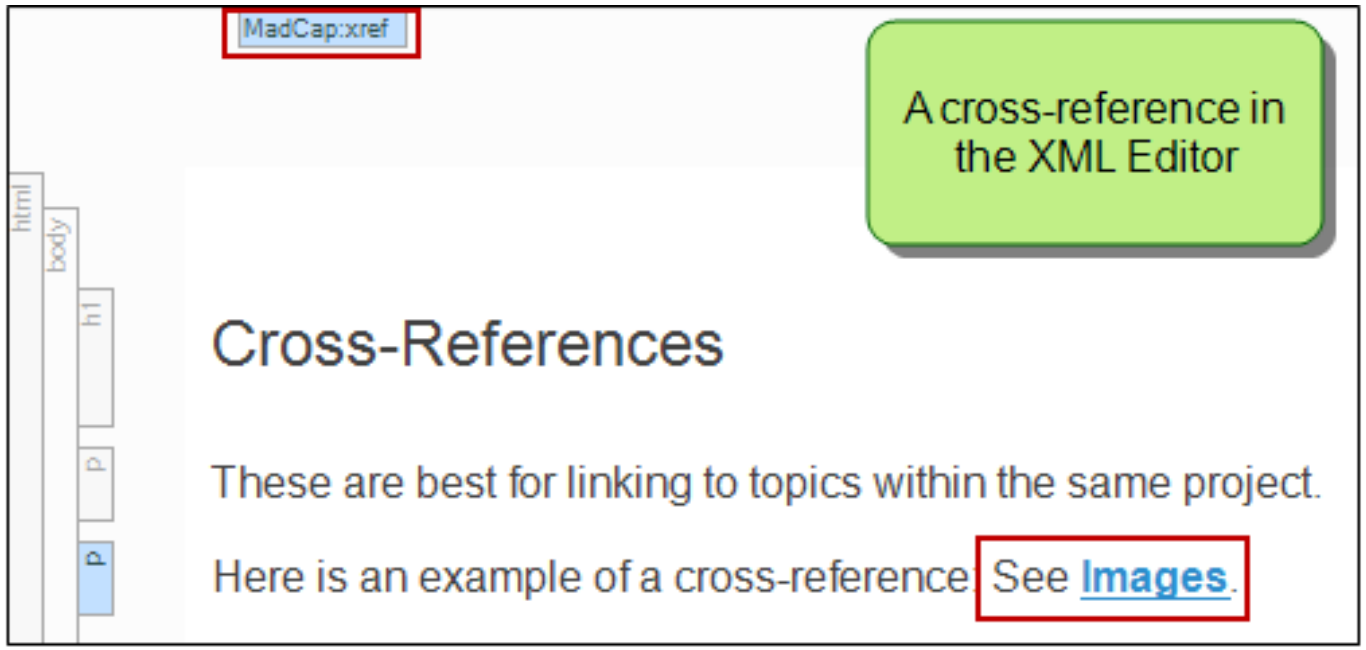
1. Enter a number in subscript at the end of the sentence, or on term you want to add footnote to
2. Double click at the bottom of that page to go to Footer section
3. Write that corresponding number, along with the note
4. Double click at the body of the report to get out of the Footer section

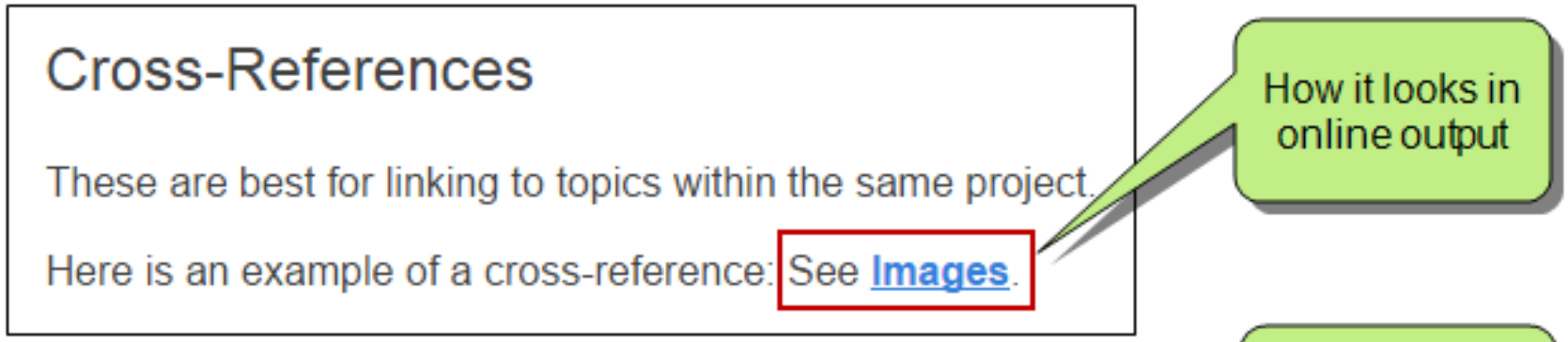
gates are the most components of digital circuits, it makes designing in FPGA very less complicated task. Any digital system can be implemented using simple logic, this is the phenomenon of which the FPGA takes benefit. FPGA can be easily programmed and then reprogrammed as desired. It makes designing and prototyping very easy. Any small change in the digital circuit can be implemented in FPGA[1] using very less resources. FPGA basically contains a wide network of logic cells that contain the basic logic gates.

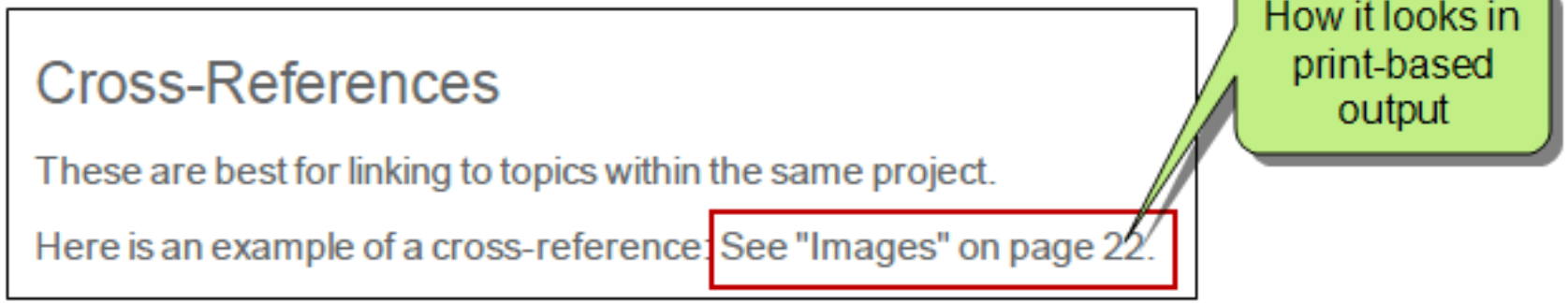
1. FPGA (Field Programmable Gate Array)

Cross-referencing

- Notation or text enhancement in an index, pointing the reader to a related item explained elsewhere
- Often donated by *see also*
- Points the reader to related information for better understanding
- Can point to sources either internal (inside the document), or external (outside the document)


MadCap:xref
A cross-reference in the XML Editor
html
body
h1
p
p
Cross-References
These are best for linking to topics within the same project.
Here is an example of a cross-reference: See Images.


Cross-References
These are best for linking to topics within the same project.
Here is an example of a cross-reference: See Images.
How it looks in online output


Cross-References
These are best for linking to topics within the same project.
Here is an example of a cross-reference: See "Images" on page 22.
How it looks in print-based output

Plagiarism

- Usage of someone else's unique idea, or exact words without acknowledgement or due credit
- Considered to be theft of creative, and intellectual property
- Not accepted in writing reports or any other document
- Usage of information some other source is only permitted if cited appropriately
- Information considered *common knowledge* does not need citation

Citation

- A reference to the source of information used in report
- Can either be *in-text* or *end-of-paper* citation
- Citation shows the amount of research done
- Emphasizes the originality of work
- Can be called a bibliographic reference

Citation: (Saigol 2005)

Reference: Saigol, L. (2005). 'Gift shoppers set to spend £150m daily online'. *Financial Times*, 12/12/2005, p.4.

Citation: (*Financial Times* 2005)

Reference: *Financial Times* (2005). 'Duke does U-turn over spin-off sale'. 12/12/2005, p.14.

Citation: (Skypala 2005)

Reference: Skypala, P. (2005). 'Shooting the rapids of pension liabilities'. *Financial Times: FTfm (Fund Management)*, 12/12/2005, p.3.

Citation: (*Financial Times* 2005)

Reference: *Financial Times* (2005). 'Helping fashion to embrace IT'. FT Companies and Markets supplement, 12/12/2005, p.24.

Bibliography

- Alphabetical list of all the sources used, cited or not, used in preparation of the report
- Helps reader in getting further information, or in assessing scope of research
- Additional suggestions to reader for consultation
- Listed alphabetically by authors last name
- Annotated bibliography also contains a brief description of what the work contains

Index

- Alphabetically lists all the topics, and subtopics discussed in report
- Also cites page numbers
- Allows readers to find information quickly and easily
- Its always the final section of the report

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Appendices

- Appendices (*or appendixes*) located at the end of the report
- Supplements or clarifies the information
- Provides important but too detailed information
- Contains materials such as raw data, long proofs or calculations
- A report can have multiple appendices, each providing a separate type of information

APPENDIX 1- MATLAB CODE

```
clc;

clear all;

close all;


s = serial('COM11'); %Change the port number here

set(s, 'InputBufferSize', 64); %number of bytes in inout buffer

set(s, 'FlowControl', 'none');

set(s, 'BaudRate', 115200);

set(s, 'Parity', 'none');

set(s, 'DataBits', 8);

set(s, 'StopBit', 1);

set(s, 'Timeout',10);
```