UNIT II – EXERCISE 3

1. What is a Technical Research Paper? Enlighten its characteristics / style.
2. Write the steps of technical research paper writing.
3. What is a Project Report? Write the structure of a Project Report.
4. Define Dissertation and Thesis? Write the structure of Thesis writing.
5. Write the importance or significance of Thesis writing.
6. What is Synopsis? Write the structure of Synopsis writing.
7. Differentiate between Conference and Seminar paper writing.
8. Write the structure of Conference / Seminar Paper writing.
9. What do you understand by 'Expert Technical Lecture'? Write the essentials of an expert technical lecture.
10. Define C.V. / Resume. Write the structure of Resume writing.
11. What is Job Application? Differentiate between Solicited and Unsolicited Job Application Letter.
12. Differentiate between Resume, C.V. & Bio-Data.

Q.1. What is a Technical Research Paper? Enlighten its characteristics / style.

TECHNICAL RESEARCH PAPER WRITING:

A technical research paper may be defined as an Academic paper (also called *scholarly paper*), which is published in academic journals and contains original research results or reviews of existing research works results.

A research paper is a piece of writing based on original research carried out by the author and is the result of a small scale study.

The main purpose of a research paper is to add to the existing knowledge, understanding and scope of a particular subject.

Characteristics or Style of Technical Research Paper Writing:
1. Identify the purpose of writing technical research paper.
2. Use of proper and relevant technical terms
3. Come straight to the point
4. Use of active and not passive voice
5. Use of modern language
6. Use illustrations
7. Accuracy of language

8. Use bias free language
9. Use of right tone
10. Discuss and describe data in a systematic way
11. Written in formalized structure

Q.2.Write the steps of technical research paper writing.

Steps of Technical Research Paper Writing:
1. Title
2. Authors, affiliations, and addresses
3. Abstract
4. Introduction
5. Materials and Methods
6. Results
7. Discussion
8. Conclusions
9. Acknowledgement
10. References or Bibliography

Q.3. What is a Project Report? Write the structure of a Project Report.

Project Report:

A Project report is a form of written communication prepared by a professional on completion of his research work.
It records all the data and its analysis and findings in objective style which contains all usual elements such as:

Structure of a Project Report:
1. Cover Page,
2. Title Page,
3. Table Of Contents,
4. Summary,
5. Introduction,
6. Conclusion And
7. Recommendations.

Q.4. Define Dissertation and Thesis? Write the structure of Thesis writing.

DISSERTATION:

A publication of research work, dissertation is longer than research paper and arises out of the study, research and analysis undertaken over a semester or a term. Hence, it is also known as term paper. A dissertation is written especially for a university degree, does not normally exceed 20,000 words and is presented on the candidate's work, its development, and its cultural, historical, and theoretical references. The candidate must identify those components of assessable work that are respectively the candidate's own and that of others. The dissertation should:

Concern itself with the intellectual, visual, or cultural context of a candidate's work and the development of that work.

Be a critical statement and not a mere exposition.

Identify and discuss the work's references (cultural, historical and theoretical)

THESIS:

A thesis is a long research report. The report concerns a problem or series of problems in a particular area of research. It describes what was known about it previously, the progress made by the current work in solving it, an interpretation of the results, and where or how further progress in the field can be made.

A thesis is longer and more detailed than a dissertation. It may span over a period of two to five years. In few cases, it may extend beyond five years also. Extensive research is presented on a particular topic in the form of a thorough analysis, supported adequately by statistical data, survey findings, experimental results, etc.

A thesis or dissertation is a document submitted in support of candidature for an academic degree or professional qualification presenting the author's research and findings. In some countries/universities, the word "dissertation" is used as part of a bachelor's or master's course, while "thesis" is normally applied to a doctorate, while in others, the reverse is true.

THESIS STRUCTURE:

The structure of a thesis should have the following components in it:

1. Title Page
2. Declaration / Certificate
3. Acknowledgements
4. Table of Contents
5. Abstract / Summary
6. Introduction
7. Literature Review / Background information
8. Middle Chapters-
    a. Materials and methods

b. Theory
c. Results and discussion
9. Conclusions and suggestions for further work
10. References
11. Appendices

Q.5. Write the importance or significance of Thesis writing.

Importance / Significance of Thesis Writing:

1. Create an authentic work of research

2. An extensive and most complex work of research

3. Improves a researcher's subject knowledge

4. Enhances rational and reasoning skills

5. Open the door for future research

6. Showcases your intellectual capability

Q.6. What is Synopsis? Write the structure of Synopsis writing.

Synopsis:

A synopsis is a short, systematic outline of the proposed thesis, made in preparation for the first meeting with the supervisor. It serves to ensure that the supervisor gets a clear picture of the proposed research work and allows him or her to spot whether there are gaps or things that have not been taken into account.

Structure of Synopsis:
1. Title
2. Statement of the problem and hypothesis
3. Aims and objectives
4. Review of literature
5. Research methodology
6. References
7. Official requirements

Q.7. Differentiate between Conference and Seminar paper writing.

Difference between Conference and Seminar Paper Writing:

Attribute	Conference	Seminar
Meaning	A conference refers to a large formal gathering of several people or say, members, to talk about a specific topic or subject of common interest.	A seminar is an instructional event, wherein one or more experts communicate some information, through lecture or general discussion.
Number of People	50-1000	5-10
Objective	To get an opinion of solution for an issue	To educate, discuss and guide.
Participation of Audience	Limited participation	Active participation
Organized at Place	Organization or hotel meeting space	Seminar Hall of Institution, or an arranged space.
Duration	Few Days	One hour or more
Type of work	Presentation and Exchange of views	Presentation and Discussion

Q.8. Write the structure of Conference / Seminar Paper writing.

Structure of writing a Seminar / Conference Paper:
1. Title Page
2. Table of contents
3. Abstract
4. Introduction
5. Body; Literature review, Implementations, Results, Discussion and Analysis
6. Conclusion
7. Citations and References

Q.9. What do you understand by 'Expert Technical Lecture'? Write the essentials of an expert technical lecture.

Expert Technical Lecture:
- Eminent speakers from the Industries and Universities are invited to enlighten the students with their ideas and experiences.
- The objective is to give students and faculty members the opportunity to gain knowledge and insight into the innovations through interactive sessions.
- Through these lectures, students get acquainted with recent developments, practical applications, research, problem-solving, industry needs and requirements, their expectation, scope for students and implementation of theoretical knowledge.

Essentials of an expert Technical Lecture:
1. Theme clarity i.e. the speaker should be clear about the topic he is going to deliver.
2. Lecture should be presented in a clear and logical sequence.
3. The material should be comprehensible and meaningful.
4. After introducing the theme, the speaker should present the data and analyze it.
5. Use of required technical terms.
6. Presentation of findings.

Q.10. Define C.V. / Resume. Write the structure of Resume writing.

C.V. / Resume Writing:

A C.V. (curriculum vitae) is a detailed document outlining all of your life experience, achievements, qualifications, associations, awards and skills.

A Resume is a more concise document, an abbreviated version of your CV that focuses on specific skills and achievements, usually in relation and relevant to an employment opportunity.

Structure of a Resume:
1. Heading – It includes the candidates name, address, mobile number, E-mail address.
2. Position Sought – The candidate should clearly the post he is applying for.
3. Career Objective – Here the candidate expresses his approach (way of thinking) towards the job.
4. Education – One's academic as well as professional qualification in detail.
5. Special Skills – Special skills and aptitudes
6. Work Experience – the work experiences should be highlighted.

7. Achievements and Awards – It focuses on one's personal social and academic achievements.
8. Activities and Interest – It includes extracurricular activities and personal interest.
9. Personal Information – Hobbies, parent's detail, social status etc.
10. References – Provide one or two reference persons who can vouch for your work and skill capabilities.
11. Date and Signature – Signature of the applicant with date

Q.11. What is a Job Application? Differentiate between Solicited and Unsolicited Job Application.

Job Application Letter
Job application letters are written while applying for a job. Job application letter is written for offering one's services to the prospective employer. Through this letter, one tries to sell his services. It is accompanied with resume or curriculum vitae including all the essential principles of formal business letter.
The purpose of job application letter is to persuade targeted employers to read the attached resume or curriculum vitae. Through this process, one motivates the employer to contact him for further interview. So, it plays very important role in the job search procedure for professionals.

Types of Job Application Letters:
Job application letters are of following two types:
   (a) **Solicited Job Application Letters:**
      These are written in response to an announced or advertised post.
   (b) **Unsolicited Job Application Letter:**
      These are written and sent to an organization that has not announced or advertised a post.
Job Application Letters are written in three parts:
   a) Opening
   b) Main Body
   c) Close

Q.12. Differentiate between Resume, C.V. & Bio-Data.

Dictionary meanings of:
Bio-Data:
Information about a person and about what they have done in their life.

Resume: A short summary or account of something.

Curriculum Vitae: A written record of your education and the jobs you have done, that you send when you are applying for a job.

DIFFERENCE BETWEEN C.V., RESUME AND BIO DATA:

People use the words RESUME, C.V., and BIO-DATA interchangeably for the document highlighting skills, education, and experience that a candidate submits when applying for a job. On the surface level, all the three mean the same. However, there are intricate differences.

RESUME:
One of the biggest differences between a résumé and a CV is in the audience. A CV speaks largely to an academic audience and documents your academic and intellectual accomplishments. A résumé is read by hiring managers in a nonacademic organization and should be tailored to this group.
Resume is a French word meaning "summary", and true to its meaning, it signifies a summary of one's employment, education, and other skills, used in applying for a new position. A resume seldom exceeds one side of an A4 sheet, and at the most two sides. They do not list out all the education and qualifications, but only highlight specific skills Customized to target the job profile in question.
A resume is usually broken into bullets and written in the third person to appear objective and formal. A good resume starts with a brief Summary of Qualifications, followed by areas of strength or Industry Expertise in keywords, followed by Professional experience in reverse chronological order. Focus is on the most recent experiences, and prior experiences summarized. The content aims at providing the reader a balance of responsibilities and accomplishments for each position. After work experience come Professional Affiliations, Computer Skills, and Educations'.

CURRICULUM VITAE:
C.V. is a Latin word meaning "course of life". Curriculum Vitae (C.V.) is therefore a regular or particular course of study pertaining to education and life. A C.V. is more detailed than a resume, usually 2 to 3 pages, but can run even longer as per the requirement.
A C.V. generally lists out every skills, jobs, degrees, and professional affiliations the applicant has acquired, usually in chronological order.
A C.V. displays general talent rather than specific skills for any specific positions.

BIO-DATA:
Bio-Data the short form for Biographical Data is the old-fashioned terminology for Résumé or C.V. The emphasis in a bio data is on personal particulars like date of birth, religion, sex, race, nationality, residence, marital status, and the like. Next comes a chronological listing of education and experience. The things normally found in a resume, that is specific skills for the job in question comes last, and are seldom included. Bio-data also includes applications made in specified formats as required by the company.
A resume is ideally suited when applying for middle and senior level positions, where experience and specific skills rather than education is important. A C.V., on the other hand is the preferred option for fresh graduates, people looking for a career change, and those applying for academic positions. The term bio-data is mostly used in India while applying to government jobs, or when applying for research grants and other situations where one has to submit descriptive essays.
Resumes present a summary of highlights and allow the prospective employer to scan through the document visually or electronically, to see if your skills match their available positions. A good resume can do that very effectively, while a C.V. cannot. A bio-data could still perform this role, especially if the format happens to be the one recommended by the employer.
Personal information such as age, sex, religion and others, and hobbies are never mentioned in a resume. Many people include such particulars in the C.V. However, this is neither required nor considered in the US market. A Bio-data, on the other hand always include such personal particulars.