

COMSATS University Islamabad, Virtual Campus

HUM102 Report Writing Skills

Spring 2022

Instructions

- Your assignment should be submitted as a MS Word document.
- The answer should be in proper English. Be careful of grammar. Avoid the use of ungrammatical expressions within your answer.
- There is a zero-tolerance policy for plagiarism. Assignments found with copy pasted material or copied from fellows will not be accepted.
- Submit your assignment on your CU Online LMS portal within the given time frame. Emailed assignments will not be entertained.

Question [10 Marks, CLO1-C1]

Aims

Students will be able to

- 1. **Conceptualize** the basic structure of a Report's Introduction
- 2. Become familiar with sub sections of Introduction
- 3. Practice writing the Introduction section of a report

Question 10 Marks

Suppose that you carried out a small survey in your neighborhood (four to five families). Your presumed interview data revealed that almost 50% of the people got their first vaccination shot while the others are fully vaccinated and preparing to get the booster shot. Prepare an Introduction section of a report keeping in view the following sections.

- Give your report a title for example "Controlling COVID-19 with Vaccination: A Report on Gathering Facts and Statistics"
 2 Marks
- 2. Under the main heading of Introduction, give four sub headings as follows
 - a. Purpose 2 Marks

Providing data related to the number of people who got vaccinated

b. Background 2 Marks

Impact of covid-19 on different sectors with the increasing number of variants

c. Method of investigation

Talk about the presupposed interviews conducted in your neighborhood

d. Scope 2 Mark

You can mention here that the study was limited to the data collected from your own residential area. In other words it cannot be generalized over the entire city.

Good luck!