

REPORT WRITING

Guidelines for Writing Reports:

Key features of reports

Reports:

- are designed for quick and easy communication of information
- are designed for selective reading
- use sections with numbered headings and subheadings
- use figures and diagrams to convey data.

Basic Structure of a Report

A report usually has these components:

1. Title page
2. Summary
3. Table of Contents
4. Introduction
5. Middle sections with numbered headings
6. Conclusions
7. References
8. Appendices

1. Title page

The title page gives:

- The course name and number, the department and university
- The title of the report
- The authors' names and ID numbers
- The date of submission

2. Summary

The Summary (~1/2 page) provides a brief overview of the substance of the report.

The summary

- states the topic of the report
- outlines the most important findings of the investigation
- states the key conclusions.

The summary does NOT

- provide general information
- explain why one is carrying out an investigation
- refer to later diagrams or references.

3. Table of Contents

The table of contents sets out the sections and subsections and their corresponding page numbers.

- Number the sections by the decimal point numbering system:

1.0 Title of first main section (usually Introduction)

1.1 First subheading

1.2 Second subheading

2.0 Title of second main section

2.1 First subheading

2.2 Second subheading

- 2.2.1 First division in the second subheading
- 2.2.2 Second division in the second subheading

3.1 Title of third main section

- Number all the preliminary pages in lower-case Roman numerals (i,ii,iii,iv,...). One don't have to place the number i on the title page. Just count it and put ii on the second page of the report.
- Number all the remaining pages of the report with Arabic numerals (1,2,3,4,...). Thus the report begins on page 1 with the Introduction.

4. Introduction

The introduction (~1/2-3/4 page) provides the background information needed for the rest of the report to be understood. It includes:

- a clear statement of the purpose of the investigation
- the background of the topic of the report
- a brief outline of the structure of the report if appropriate (this would not be necessary in a short report) .

5. Body of the report

The body of the report

- presents the information from the research, both real world and theoretical
- organizes information logically under appropriate headings
- conveys information in the most effective way for communication:
 - uses figures and tables
 - can use bulleted or numbered lists
 - can use formatting to break up large slabs of text.

6. Conclusions

The Conclusion (~1-2 paragraphs) relates directly back to the aims of the investigation. The Conclusions section provides an effective ending to the report. This section

- states whether one has achieved the aims of the investigation
- gives a brief summary of the key information in the report
- restates the major findings of the investigation.

7. References

The two parts to referencing are:

1. citations in the text of the report which show that information comes from another source.
2. a list of references in the final section which gives the details of these sources.

8. Appendices

- These contain material that is too detailed to include in the main report.
- Each appendix must be referred to at the relevant point in the text.



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Report Writing

Name: Pratik Pingale

Roll No: 19CO056

Sub: Business Communication Skills Laboratory (210250)

Dept: Computer Engineering

Class: SE I

Topic of Report:

Dowry

Name of Faculty: Madhavi Pradhan

Date of Submission: 20/05/2021

Dowry is the activity taken place at the time of marriage when the bride's family transfers wealth to the groom's family in the form of cash or properties. Dowry system started even before the **British period**. In those days, society does not use to consider dowry as a "Money" or "Fee" that brides parents pay.

The dowry system brings up immense pressure over the heads of the bride's family.^[1] Fathers of young girls fear the day of their daughter's marriage and save money for that particular day. In the northern part of India, the dowry system is quite more prevalent, along with the **caste-ism**. The cases of infanticide are increasing. In some cases, the dowry system leads to crime against women, ranging from **emotional abuse** and injury to even deaths.^[2] Poor parents do not have any other option. Every woman goes through the ugly phase, where she is made to feel like she is a liability. The country is continuously fighting against the dowry system. Various **NGOs** have come forward and raised the issue by spreading awareness among the population

Dowry is a punishable crime, and anyone who is, by any means, tries to support or even hide the truth will have to face legal consequences. Both the parties, the giver and taker, of dowry will be punished under the **Dowry Prohibition Act, 1961**^[3] and subsequently by **Sections 304B and 498A** of the **Indian Penal Code**.

A **court judgment**^[4] clarifies the legal definition of dowry as

"Dowry" in the sense of the expression contemplated by Dowry Prohibition Act is a demand for property of valuable

security having an inextricable nexus with the marriage, i.e., it is a consideration from the side of the bride's parents or relatives to the groom or his parents and/or guardian for the agreement to wed the bride-to-be.

Although Indian laws against dowries have been in effect for decades, they have been largely criticized as being **ineffective**.^[5] The practice of dowry deaths and murders continues to take place unchecked in many parts of India, which has further added to the concerns of enforcement.^[6]

It can take up to 10 years for a case to go to court and even once in court, husbands and in-laws end up getting away with extortion or even murder because the women and their families cannot prove 'beyond reasonable doubt' that they are the victims of such crimes, as there are rarely any outside witnesses.^[7]

At last I'll conclude by saying that **Dowry system** is good unless and until it is considered as a gift given to the bride by her parents. If the groom's parents are demanding money to get married as a "Dowry" then that is completely **wrong** and **illegal**.

References:

1. Anderson, Siwan (2007). *"The Economics of Dowry and Brideprice". The Journal of Economic Perspectives*
2. Anita Rao and Svetlana Sandra Correya (2011). *Leading Cases on Dowry*. New Delhi: New Delhi: Human Rights Law Network.
3. [*"Arrest of police officer in unlawful detention under s 498A"*](#). Into Legal World. [Archived](#) from the original on 8 December 2017. Retrieved 7 December 2017.
4. [*"The Dowry Prohibition Act, 1961"*](#). [Archived](#) from the original on 15 May 2015.
5. Manchandia, Purna (2005). *"Practical Steps towards Eliminating Dowry and Bride-Burning in India"*. *Tul. J. Int'l & Comp. L.* **13**: 305–319.
6. Spatz, Melissa (1991). *"A "Lesser" Crime: A Comparative Study of Legal Defenses for Men Who Kill Their Wives"*. *Colum. J. L. & Soc. Probs.* **24**: 597, 612.
7. Kishwar, Madhu (2001). [*"India's New Abuse Laws Still Miss the Mark"*](#). [Archived](#) from the original on 18 May 2015.