

COMSATS University Islamabad, Virtual Campus

HUM102 Report Writing Skills

Fall 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 Executive Summary
- 2. Become familiar with sub sections of Executive Summary

Question 10 Marks

Read the executive summary (taken from a report) thoroughly and answer the questions given below.

In the light of findings, it is recommended that English being a Lingua Franca, more efforts are needed to develop the English language learning abilities right from an early age. This can be achieved by replacing traditional methods of teaching with alternative means and the integration of technology. Keeping these aspects in view, experimental research was conducted to evaluate the effect of Online Courses and Technology Assisted Language Learning for teaching English. Two classrooms were selected as control group and experimental group respectively. The results of the study revealed a significant difference in the language proficiency and fluency of students with the use of mobile applications for carrying out virtual interaction compared with the face to face interaction confined within a classroom. The report concludes that social networking applications commonly found in a mobile phone can serve as potential English Language Learning tools, due to the versatility of their features. This descriptive research aims to bring awareness on how technology can be utilized to enhance task-based learning of English Language.

1. Think of an appropriate title for the report.

02 Marks

2. Identify the different sections of the summary and arrange them in the correct order.Consult Lecture 03 for guidance.08 Marks

Good luck!