

objectives of prospects and conclusion which you're going to submit shortly in your organisation.

- (2) suppose you want to make a study on the causes of road accident in the early morning and at dark night in ktm valley. write a proposal to be submitted to the superintendent of police of metropolitan city ktm. prepare only title page, abstract time management & cost management parts of your proposal.

### Research

#### RESEARCH ARTICLE

Research article is a quest and presentation of new finding. It is an analytical and argumentative approach. It undertakes the inevitable task of scanning ideas & arguments from numerous different sources. It is almost certain that one is on the look out for the source of informations like books, articles, reports,

for report

- (4) "you're asked to prepare a report on sound pollution in the ktm valley" Prepare only the following parts of your report as title page, cover page, letter of transmittal and recommendations.
- (5) prepare a report on the problem of establishing or attaching a solar panel in the citizens house. special reference to the preparation of table of contents, methodology, discussion and conclusion.
- (6) suppose you're working under the construction office of distilled water factory and it is suffering from the lack of electricity. Prepare a report recommending the alternative solution with cover page, discussion, conclusion and recommendation with effective abstract one.

for proposal

- (7) Imagine that SOE has formed a committee under your chairmanship for the purpose of establishing alternative power solution in the campus with the purpose to handle many heavy machines. write down the title page, statement of problems.

(M.H. Abraham)

$$V = \frac{d\phi}{dt}$$

$$(V) = S \phi(t)$$

Date / /

Page No.

Format report:

parts of the report:

- (I) cover page
- (II) title page
- (III) preface / letter of transmitter
- (IV) Acknowledgements
- (V) table of content
- (VI) list of figure and tables
- (VII) Abstract / summary
- (VIII)

V table of content:

1. Introduction
2. discussion or description
3. conclusions  $\rightarrow$  add extra cost demand problems
4. Recommendations
5. Appendix  $\rightarrow$  technical words with the page no.
6. List of references | Bibliography
- works cited page
7. Glossary of technical terms.
8. Index

cover page: top

1. Report NO.  $\rightarrow$  right side of page
2. Title of the report
3. Name of the author  $\rightarrow$  Decrease the font size
4. Name of the organization  $\rightarrow$  same font size as the name of the project
5. Date  $\rightarrow$  (DD/MM/YY)
  - $\rightarrow$  starting & ending date of project.

2052.

~~Adhikari, V., Yadav, B.K.,~~

MLA: Adhikari, V.; Yadav, V.K. and Yadav, R.K.  
Communication English. Unique Publication,  
kathmandu. 2052.

APA (American Psychological Association)

APA : Adhikari, V.; Yadav, V.K. & Yadav, R.K.  
(2052). Communication English - Unique  
Publication, Kathmandu

v

You must be able to summarize the project in brief.

short form of different chapters

Conclusion:

- It should include which class or people impact that project
- where the project is going on.
- abstract & conclusion are related to each other
- conditions of the country.
- Don't write the -ve thing in the decision conclusion Always write affirmative sentence.

Reference:

⇒ Books & authors  
name (in which the  
of any lines, quote  
of the that book  
(is taken))

Bibliography

⇒ Books & Authors  
name which are  
read very much but  
any line of the para-  
graph wasn't copied.  
copied.  
page no, volume no, Book name &  
written

Appendix: words and meaning of  
that words which are not understandable.

MLA & APA types.

MLA (modern language Association)

(Q) ⇒ USHA ADHIKARI, BIJAY KUMAR YADAV,  
and RAJ KUMAR YADAV. communication  
english, unique, publication kathmandu.



table no: 5

OFFICE management . talk about the organising the different component such as furniture and goods and management of human power

time management need talk about how we can manage the time during project work and how we can manage the materials on time.

table no: 6 time management on

Materials .

S.N	Name of materials	Quantity	Month	Days	Max	Total
2	DC panel			15		15 days 36 days

galaxies

### table no: 3 on equipment table

## Table no: 1

" As I have been working as  
an engineer.

the record of the starting  
on the Nilot & Inns's working  
on that field can be helpful.

Cost management: [semi-primary  
sources]

Table no:1 Cost management on <sup>material</sup> equipment

S.N	Name of materials	Quantity	Price	Total
1				
2				
3				
4				
5				
6				
7				
8				
Flair				100000 x 15% =
Other				100000 + 1500 =
				1001500

given and its hypothetical solution  
to be given

Date / /
Page No.

### 3. Objectives of the project

#### B. Methodology:

It is tools & technique through which we handle the project.

Methodology have two parts

(i) Data collection

(ii) Application of tool & technique

→ we should include tools & technique used in the primary sources.

Survey is held only by specialist.

The result of the survey is observation.

#### C. List of questionnaires:

→ you have to go with different questions to specialist that were not discussed in the literature review.

→ political influence in the area.

→ personal interview with different persons

→ telephone interview has its demerits so personal interview are ~~different~~ more efficient.

characteristic:

- (i) concise as possible
- (ii) self contained
- (iii) doesn't contain any bibliography figures & tables
- (iv) Doesn't contain any unfamiliar abbreviations.
- (v) finding & objectives are written in the first part.
- (vi) + ps prepared after the popular but presented in the first.

### Statement of problems:

- Made the hypothetical problems by observing and surveying the area and study the librance to answer these question.
- problems which are caused by the environmental ~~exist~~ condition.
- To solve the problem the literature review is needed.
- Literature review is review of the answers of the particular problem, analysis and comparison between problem.

4 transportation

5 office management

5.1 Agreement paper for rent & building on rent

5.2 water & electricity Bill

5.3 Lodging & loading  
time management

7.1 for the management of materials

7.2 for the arrangement of equipment

summary

conclusion

References

Acknowledgement

Title must be in capital letter.

List of tables

Times New Roman

Abstract (characteristics)

{ Abstract is informative and  
indicative process of the long  
writing in a short form}

It is an information about  
the purpose of study which  
is recently observed. The facts,  
conclusions of an experiment  
& arguments are presented in  
the Abstract. It is also known as  
a theoretical treatment in  
stylistic way of writing.

- III Table of contents
- (IV) List of tables
- (V) List of figures
- (VI) List of abbreviations
- (VII) Abstract

- 1. Introduction
- 2. Statement of problems
- 3. Objectives of the project
- 4. Literature review
- 5. Methodology / Procedure
  - 5.1 Primary sources
    - 5.1.1 Observation
    - 5.1.2 Survey
    - 5.1.3 List of Questionnaire
      - 5.1.3.1 Interview
        - 5.1.3.1.1 Personal interview
        - 5.1.3.1.2 Telephone Info
      - 5.1.3.2 Seminar
    - 5.2 Secondary sources
      - 5.2.1 Internal record
      - 5.2.2 Library records
      - 5.2.3 Government organisation,  
INRIO's, NIRIO's records
      - 5.2.4 Internet
- 6. Cost management (more tables)
  - 6.1 Materials (on)
  - 6.2 cost management on equipments
  - 6.3 Salaries ofrian power

### INTERNAL

- A plan for increasement of skills & salaries.
- less formal (it is)

### EXTERNAL

- for communication of the outside organisation.
- It is more formal

### (3) origin based

#### solicited

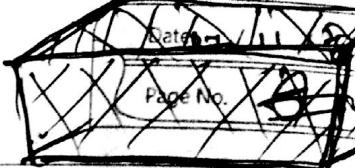
- full of criteria
- to get something
- It is written for companies, government, Agencies, institution.
- Is prepared according to demand or request

#### unsolicited

- No criteria
- No wishes of getting anything
- It is written for companies, government, Agencies institution.
- No request, no demand no advertisement.

request

four sex → handsome  
hand sex → handsome



The mother took ~~years~~ 100

Reading: screw / my head/

### Writing:

proposal is of <sup>three</sup> ~~two~~ types

- (i) origin based
- (ii) structure based
- (iii) nature based
- (iv) structure based proposal

(i) formal

- for big project
- main points, section & sub-sections are
- It is ~~poetic.~~

(ii) informal

- for small project
- points are defined
- It is ~~proac.~~