

⇒ TWPS <sup>colleagues</sup>  
⇒ Memo: (official write-up b/w team members)  
write-up

⇒ Situations

- Policies are updating / changing
- Procedures (explain / withdraw)
- Instructions
- Announcement
- Trip Reports (visit to places and then generate description)

⇒ Note: Full fledged report is project report.

## Purpose:

- To Regulate relevant dept. responsibilities.
- To easily examine the dept <sup>progress</sup> performance.
- To regulate the official decorum
- Formation of legal security
- 5 Effective ways to write memo

→ audience orientation

→ Professional formal tone. (passive approach)

→ Subject Emphases (Goal should achieved)

→ Direct Formal (only relevant <sup>then fixed</sup> fixed)

→ Objectivity (less use of literary expressions)

→ Write a memo. (example)

↳ upgrade boiler on account of new project.

From → PM <sup>to</sup> ~~from~~ → Boiler Operator

↳ Authoritative

Goal → New project.

Upgrade boiler → Purpose

Assignment:

Social Background, to/from, <sup>writing</sup> ~~set~~ expression  
memo

## TWPS

### ⇒ Letter

write to outside people.

A brief piece of writing, that declares the planning, suggestions & official information in set pattern situational demand. the approach is subjective, i.e., we have to justify the need.

### § Strategies Effective letter

- ⇒ Subject orientated (need centralized)
- ⇒ Utilization of social circumstances
- ⇒ Formal tone in Polite way
- ⇒ Clear Ending
- ⇒ Accurate Facts & Figures



# Report:

A report is notification account that presents/ summarize the facts about a particular event, topic, issue.

## ⇒ Types

- ⇒ Academic Report: Formulation of documents that presents in educational scenario
- ⇒ Business Report: Documented piece of paper that describe business strategies, analysis, or instrument policies.
- ⇒ Scientific Reports: The formulation of documents that's comprises upon finding, research, and scientific collections.

## ⇒ Expression of Report

- ⇒ formal or informal
- ⇒ long or short (subj. obj)
- ⇒ Internal or External.

# Types of Business Report Day: MTWTF

piece of paper <sup>employees</sup>  
that is shared among users

→ I CEO to the other

⇒ Vertical & Lateral report

## Structure of Report:

⇒ Executive Summary

present the central idea in the

first para.

→ Title Page

→ Table of Content

→ Executive Summary

→ Memo Steps

→ Citation

## 7 Steps of Report writing (analytical)

⇒ Choose a topic based on assignment

⇒ Conduct Research

⇒ Thesis ~~or~~ Statement (Replica of topic)

justifies goals & purpose in

terms of report

⇒ <sup>prepare</sup> ~~Prepare~~ an outline

⇒ Write a rough draft

⇒ Revise and edit (Rechatgpt)

⇒ Proof read and check mistake.



4-10

## TWPS

### ⇒ Email Writing

Categories  
of Reports  
(1) Vertical  
(2) Lateral

- ⇒ Def: Is an art and doing it well takes know-how and practice.
- ⇒ Art: transformation of your mental ability in every walk of life.
- ⇒ Subject ⇒ 3-4 words
- ⇒ 3-4 composed lines (email)
- ⇒ email has no official existence
- ⇒ It's only a mean of communication.
- ⇒ 5 Steps of Impact emails.

- Be concise
- Use words that convey, auth, admired (glad, excited) +ve, and personal emotions.
- Use the word bcz instead why.
- Show don't tell. (secrets/values that you don't want to share so don't make him think he is hiding something.)
- Add your complete request.

### Paragraph:

Paragraphs are distinct blocks of text which section out a larger

## V. Gump Paragraph

1 piece of writing stories, novels  
articles, creative writings and  
professional writeups.

⇒ 5 Useful steps of Structuring

- Make the 1<sup>st</sup> sentence of the paragraph <sup>impactful</sup> sentence.
- Provide support <sup>via</sup> middle sentences
- Make your last sentence conclusion or transition. (trans builds coherence)
- <sup>know</sup> when to ~~start~~ start new para
- Use transitional words. (same type)



## "TWPS"

A set of pages that exemplify the bunch of research proposal. There are five chapters in research thesis.

- Intro: we introduce and clarify our objective.
- Literature Review: references with key evaluations. Background knowledge 35-40 pages.
- Data Analysis: classify methodology.



130-901

researches which methodology to use.

Findings: According to these assumptions.

1. Conclusion.

⇒ R. Proposal:

To approach an international supervisor we send research proposal

5-7 pages, and citation.