

UNIT-2REPORT WRITING -

The term report derives from latin root word 'Reportare' which means 'to bring back'. It is a formal document written for specific audience in order to meet their specific needs. It may contain facts from events records situations, projects etc. A report may motivate the readers to act positively.

Reports may include a variety of topics that helps in taking vital decision in any company, society or even country. The length of a report may vary from a single page summary report to a thousand page analysis report.

* OBJECTIVES -

- To record an experiment. ex - lab report.
- To present an accomplished work. ex - project, report, committee report.
- To record research finding. ex - thesis, research paper.
- To document current status. ex - survey report.
- To recommend action or solving problem. ex - commission / committee report.

IMPORTANCE OF REPORT

- It develops evaluating skills
- It enables in taking decision & solving problem.
- It serves as a valuable source of

information.

- It is a major of growth, progress & success.

* FEATURES OF REPORT -

(i) Reader Oriented -

As we know that a report has a target audience / readers, so it must provide information according to the reader's comprehension. That is why a report made for a common man is different from the reports made for the professionals.

(ii) Factual -

A good report must be detailed & fact oriented. These details help in understanding & analyzing the concepts of situation. These facts brings accuracy & authenticity to the information.

(iii) Illustrative -

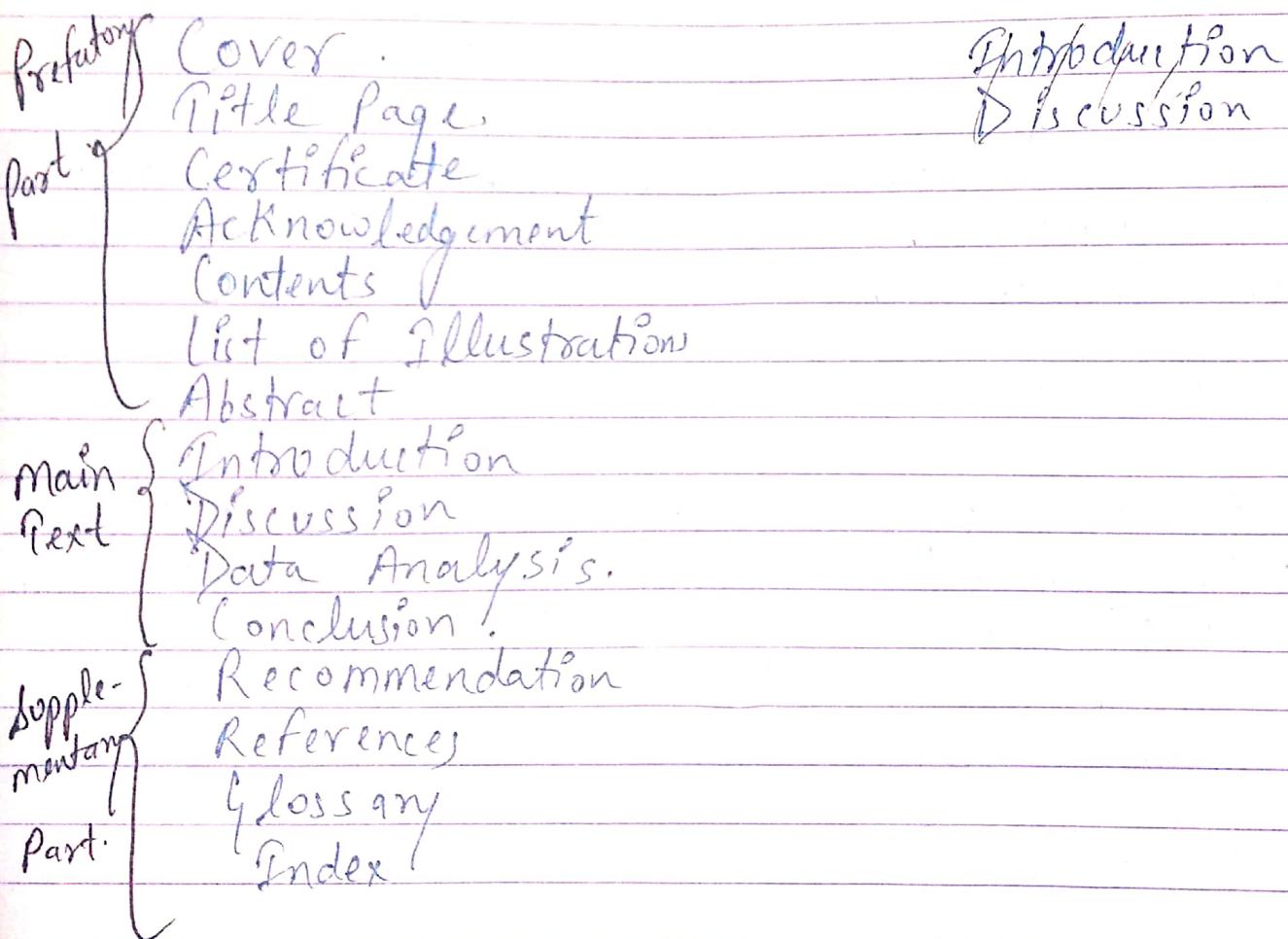
A good report is always illustrative in nature. These illustrations bring variety and interest among the readers. This can be achieved by using illustrative tools like pictures, flow chart, bar graph, pie chart etc.

iv

Precision -

It gives unity & coherence to a report which makes it a valuable document. So, while drafting, investigating, analysis & giving recommendation to a report

* STRUCTURE OF REPORT



* DIFFERENCE B/W ORAL & WRITTEN REPORTS.

Oral

Written

- | | |
|------------------------------------|---------------------------------------|
| 1. Immediate feedback is possible. | 1. Immediate feedback is not possible |
| 2. Audience need to understand | 2. Readers can understand |

- | | |
|---|--|
| comprehend quickly as they have to reply. | the information at their own pace. |
| 3. It has less professional value. | 3. It has more professional value. |
| 4. It may be stuffed with irrelevant information. | 4. It is more accurate & precise because of careful editing. |

* BUSINESS PROPOSAL -

A business proposal is a form of technical writing which presents a set of information, suggestion or recommendation in order to solve a specific problem or situation. It is written for specific audience in order to meet their specific needs. These proposals are used to initiate new projects, provide innovative ideas or implement new business tactics. It explains & justifies what it proposes & also elaborates its benefits as well as limitations.

* PURPOSE OF BUSINESS PROPOSAL -

- To construct buildings, bridges, highways, airports etc.
- To sell properties like industrial units, heavy machine, raw materials etc.
- To modernize the office management system.
- To conduct a basic research before

establishing of industrial unit in a foreign country.

- To improve the engineering performance of a company.

* TYPES OF BUSINESS PROPOSAL

(i) Solicited Proposal - (Request)

A solicited proposal is written in response to a specific request from the client. Many companies, institutions, govt. agencies etc. solicit proposals for their business projects. As they want the best people to take up their projects, they solicit or request the proposal. These proposals can be customized.

(ii) Unsolicited proposal - ex- Attendance app, erp.

These proposals are written without any request as they intend to propose a solution which is based upon the objective which is based upon objective assessment of a condition or a situation in any organization. proposal for example - self initiated research in which is a good example, where an officer offers a plan, idea, set of suggestion etc. in order to increase sales or productivity.

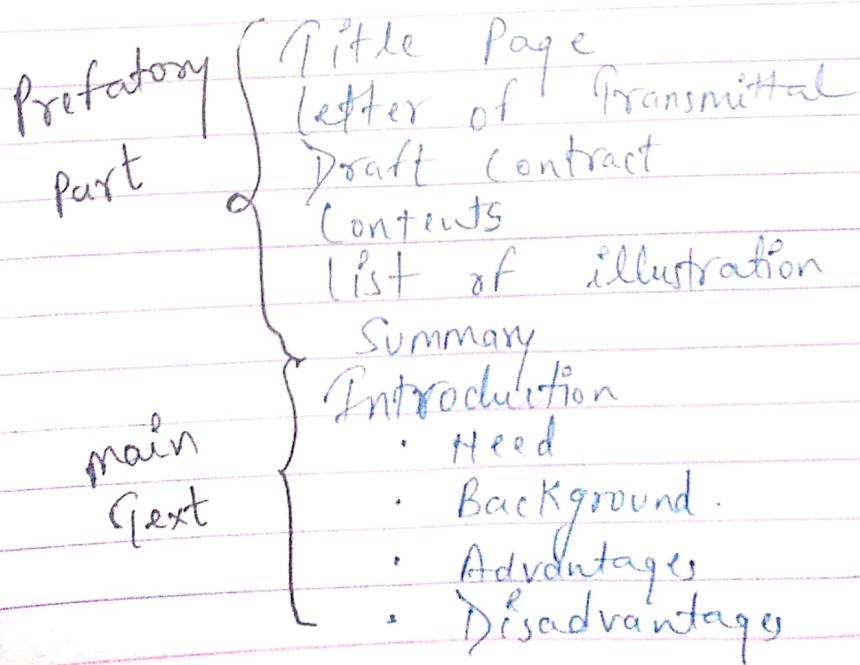
(iii) formal & Non-formal Proposal -

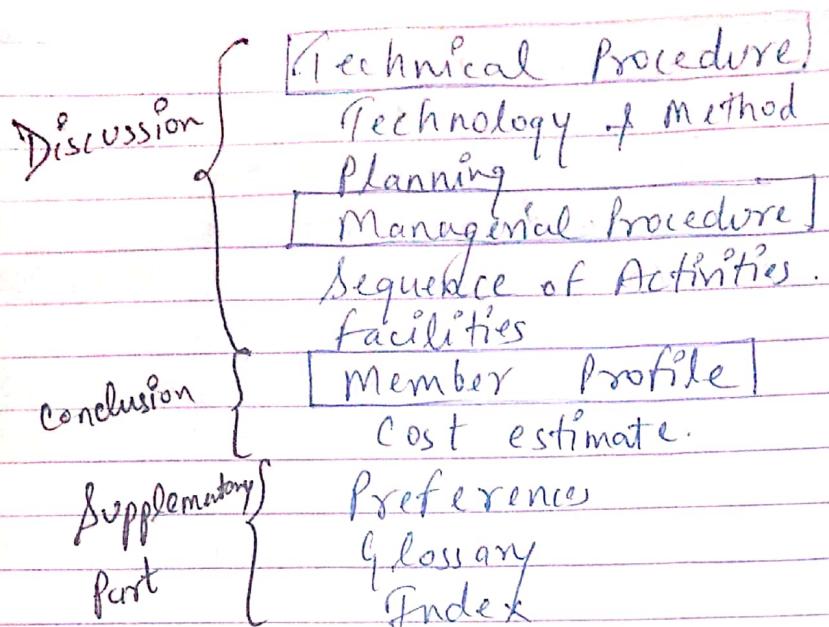
formal Proposals are used to initiate large scale projects that requires huge investment often int'l projects. These proposals are descriptive & analytical in nature. They are used to sent outside the organization.

Non-formal Proposals are a set of suggestions that are introductory in nature. They are used to initiate in house project or small scale project & often provide innovative ideas. The length of these proposal are usually short & can be presented in the form of a letter, email, or a printed document.

BUSINESS

STRUCTURE OF "PROPOSAL"





RÉSUMÉ

French word
summary

A Résumé is a professional document design in a formal style. It is meant for applying for a job position vacant in an organization. The word "Résumé" is taken from French root word (language) which means "Summary". This document highlights the objective skills, achievement, academic, etc. The main sections should be noticeable to those who have not even seen or read the complete Résumé. The facts should be presented with complete accuracy because it will be verify at a latter stage.

TIPS -

- * A Good Quality A4 sheet is used.
- * The font size & type should be selected.

with utmost (extreme) care.

- * Use numbers, dates, name & reference.
- * It should be free from any grammatical or spelling error.

TYPES OF RESUME

* Chronological Resume

If it is the most effective form of resume where the qualification, experience & achievement are written mostly in reverse chronological order. In this resume we always begin with the latest information first followed by previous one like B.Tech, XII, X.

* Functional Resume -

It provide more detail about the candidate's work experience, projects, expertise & job profile. It is mostly associated with specialized

* Hybrid Resume

It is a combination of both chronological & functional resume. Hybrid Resume is less popular than other forms because of its complexity.

STRUCTURE OF RESUME

AMAN KESARWANI

Address _____

Contact +91 _____

Email Id _____

LinkedIn Id _____

Photo

Career Objective - _____

Education

S.No.	Course	Board/University	Year	Division
1	B.Tech	AKTU, Lucknow	2022*	—
2	XII	ISC	2018	First
3	X	ICSE	2016	First

* till semester percentile

Training / Internship

a. _____

b. _____

Projects

• _____, 2021

• _____, in XII (2018)

Skills

• OS - Windows 10
Linux

- Language - C, C++, Java, Python, HTML, CSS, JavaScript

Awards & Achievement -

- _____
- _____
- _____

Seminar / Workshop / Conference

- _____
- _____
- _____

Membership -

- _____
- _____
- _____

Reference -

MoD / Principal / Project Guide - _____
Prof. N.P. Shukla

Principal

United College of Engineering & Research, Prayagraj

Contact:

e-mail: _____

RESEARCH PAPER

A Research paper is the most important form of report writing. It may be written on any topic viz science, Technology, economics, psychology, etc. It is highly informative & present information with details having facts, data & information.

Research paper is a documented prose work which analyzes the information supported by adequate evidence. Research papers are mostly categorized by their genre (type).

* STRUCTURE -

Title

Author/s & address

Abstract

Introduction

Materials & Management (Discussion)

Results

Conclusion

Acknowledgement

List of Symbols (Keywords)

References

* TITLE -

The title of the research paper should be precise & accurate in such a manner that a reader can remember the title for long.

TIPS -

- It should not too long or too short
- Use specific terms in title.

* AUTHORS & ADDRESS -

Its serve to identify the author or the organization to which he belongs. This information verifies the source & should be clearly mentioned in the research paper. If there are more than one writer & they belong to different organization, the information & detail should be properly furnished.

* ABSTRACT -

The abstract in a research paper plays a significant role as it enables the reader to identify the basic concepts & determine its relevance. The quality of abstract decide the importance of the research paper.

* INTRODUCTION TIPS -

- It does not contain bibliography or table.
- The abstract is generally composed after

The research paper.

- * It should not exceed 3 to 5% of the original text.

* INTRODUCTION -

The purpose of introduction is to provide sufficient background of information so that the reader can understand & develop a correct interpretation (understanding).

* MATERIAL & METHODS

The main purpose of the section is to describe the experimental design, technique & derivation. It also give a detail information regarding materials equipments range covered in that experiment.

* RESULT -

This section is the core of the research paper. Here the data output after the complete analysis. The result of a research paper can be represented in three ways -

- (a) In text form
- (b) In Tabular form
- (c) Illustration form

* DISCUSSION CONCLUSION

The main role of conclusion is to project the output of the research & ends with some recommendation. In some research paper recommendation is optional.

* ACKNOWLEDGEMENT

In acknowledgement, the scholar shows his gratitude towards the people, institution, authorities etc. who have contributed their part in the development of the research paper.

* LIST OF SYMBOLS -

It is the most common part of a scientific report or a research paper. The scientific term & symbol^{abbrviation} should be listed in the standard acceptable version.
e.g.. MICH, ATM, ASCII

* REFERENCE

The main purpose of reference is to cite information taken from the original source. It is mostly written in MLA format.

SYNOPSIS -

A Synopsis is a document which clarify the plan to reach your research goal. It is a systematic outline of your proposed research project or thesis. A proper Synopsis is done under the guidance of the supervisor.

The Synopsis works as a protocol which provide the steps to complete your project in limited time.

The length of the Synopsis varies from 2 to 5 pages. It should be precise in nature & evaluated by a team (panel) of academicians.

* FEATURES -

The Synopsis is a document that set the stage for a scientific background for the final proposed project / research work. It should address the scientific area, technology used & its implication over the project. The scholar should also mention its benefit, scope & limitation.

* METHOD OF SYNOPSIS

While formulating the method the scholar should explore the following questions:

Q1 What type of study is best suited to support the action mention as objectives?

Q2- What kind of Data (Qualitative or Quantitative). will your study require?

Q3- What is your Geographical area of study & your target group?

* ELEMENTS OF SYNOPSIS

- A good Synopsis has to be rational & logical in nature. It should address all sorts of problems, issues or concepts & then provide a proper justification.

- The Synopsis should have proper objective on which it is completely based.

* TIME PLAN -

A Synopsis is developed on the basis of its beginning, middle followed by end which is known as timeline. In the beginning the scholar should

explore the potential fieldwork, library search, data analysis, interviews, questionnaire, etc.

Once the problem is identified & objectives are approved by the supervisor all details should be added to the time plan.

* REFERENCE

Reference is list of books or writers which are used by scholar as citation. Reference presents the quality of any research related document.

* CONCLUSION -

It is the most important part of synopsis because the chances of getting approval from the panel is totally based upon the quality of content of synopsis conclusion. It gives a summarized idea of your proposed research topic, method, technology used, results & references. The conclusion will help to establish a rapport b/w the topic, concept & its application to the project report.

7C's of Business Communications.

* CONCISE -

All forms of communication must be precise & concise in nature. The writer should try to express maximum amount of information in minimum no. of possible words. To attain precision the writer should prefer short sentences in small paragraph.

* COURTESY -

Courtesy is the 'soul' of business communication because it develops mutual respect & understanding. The writer or the speaker should convey any type of message in the most polite manner.

* COMPLETENESS -

A technical document in a business communication needs to be complete in nature in such a way that the reader can understand the meaning completely. This can be achieved by using appropriate words, facts & relevant data.

* CONCRETE -

Concrete business communication is based on information that have a clear message & well supported by research data & figures. The words as well as the sentences should be interpreted unidimensionally. Nothing should be left to the imagination.

* CORRECTNESS -

A correct use of language has the utmost (extreme) preference in business communication. The technical message should be free from any grammatical or spelling errors. Proper care should be taken to its diction (correct use of words).

* CLARITY -

A clear & a plain language is characterized by concrete words, short sentence & short paragraph. Decorative language is absolutely forbidden. The message should be composed in such a way that the reader can understand the meaning in a single reading or listening.

* CONSIDERATION -

While communicating to the audience or readers, the speaker / writer should compose his message after considering the target group. It means that the message should be designed as per the understanding & comprehension level of the receiver / (listener or reader).

Content

Research Paper

Project/Dissertation	
<u>1. Objective</u>	Presenting an organized analysis of a research work which is supposed to be published in journal.
<u>2. Length</u>	3 to 10 Pages
<u>3. Style</u>	formal & objective
<u>4. Evaluation</u>	evaluated by the editor
<u>5. Structure</u>	It doesn't contain a cover page. Only title is given & there is no separate title page.

Thesis

Presenting an organized analysis of a research work as a part of completing an assigned task spanning over few months/ one semester/ one term.	Presenting an organized analysis of a research work as a part of doctoral programme spanning over three years or more years.
30 to 50 Pages	longest among the three.
formal & objective	formal & objective
evaluated by the editor	evaluated by the Guide & external Examiner.
It contains a cover page & a title page of a title page.	It contains a cover page & a title page of a title page.

PROJECT REPORT / DISSERTATION

The project report is one of the most important document used for both academic as well as official purpose.

The project report is also known as dissertation when it is lengthy to a normal project report (more than 75 pages). The project reports are scientific, factual & analysis based. They are purely academic in nature, based on the analysis of data & its average length is between 30 to 50 pages.

* Structure of a Project Report

(i)

Title Page -

The title page should include all relevant information like the title of the project, the name of author, the institution/organization that approves the project report & the name of supervisor.

(ii)

Abstract -

It provides a gist of the whole project & its concepts. It normally consists of 2% to 5% of the original report.

(iii)

Acknowledgement

In this section the author shows a sense of gratitude to those who have actively contributed in the development of the project report. They may be professor, institutions or sponsors.

(iv)

Contents Page

This should list the main chapter & their sections choose self explanatory chapters & give them suitable titles.

(v)

Introduction -

This is one of the most important component of a project report. It should begin with a clear statement mentioning the nature & scope of the project. The introduction should summarize the projects background, relevants of its contribution to the field of science & technology.

(vi)

Body of Report -

This is the elaborate part of the report in which the concepts are discussed in a sequence manner. It should elaborate information related to design,

author , name of guide or supervisor , name of authority / institution / organization.

(iii)

Abstract -

The abstract is the gist of thesis . It states the research problem , methodology , key results & the outcome of thesis . Generally , abstract consist of 3 to 5 % of thesis .

(iv)

Contents -

List the key chapters along with its division into various sections . That means the thesis can be divided into various units & further divided into chapters .

(v)

List of illustration -

Since , most of the thesis is highly scientific & analysis based . It includes a lot ^{of data} of interpretation , facts , derivation , calculation , pseudo code etc . It also consists of flowchart , diagram , bar graph , pie chart , pictures etc .

(vi)

Nomenclature -

This lesson section is optional .

Theoretical or literally Thesis . Nomenclature can be found in almost every scientific & experiment based research . Normally , standard units & scientific terminology should be used .

(vii) Acknowledgement . (optional)

(viii) Literature Introduction -

State the purpose of investigation . It need background (and) criteria for analysis of thesis .

(ix) Materials & Methods -

Then list & describe key materials & apparatus , describe the procedure in detail clearly explaining the design , configuration , assembly & testing procedure .

(x) Results -

Presents the results , usually with tables & graphs . Characterized the pattern of quality of results & estimate their accuracy & precision . Detailed data goes into the Appendices section .

(xi) Conclusion -

The thesis concepts which is analyzed

↓ discussed is finally concluded in this section. The scholar review the results in relation to the original problem statement. The scholar also summarize the whole thesis & justify his topic.

(xii) Recommendation (Optional)

This section is optional in nature. The recommendation is generally used in a study thesis if it is problem or case oriented.

(xiii)

References -

This section is one of the most important part of a thesis because it gives a hint towards your effort in completing the thesis. It includes a list of different sources like - books, research papers, scientific articles, digital library sources, softwares etc as citations.

(xiv)

Appendices -

All the detailed calculation, relevant information, definition, foot-notes and end notes are mentioned in this section

(Equivalency)

8 STEPS FOR SEMINAR / CONFERENCE PAPER WRITING -

A seminar & a conference are similar in nature because both have sessions in which the speaker present his topic to the audience. They both require a duration more than 2 days. Seminar & conference are serious & academic event where scholars, professors, professionals, technical experts, etc.

Their are a few difference b/w a seminar & a conference like seminar is academic in nature while conference is academic or sometime meeting oriented in a seminar the audience are the learners but in a conference the audience are professionals.

Step 1 - Find a suitable conference / seminar.

- Register for a seminar / conference by paying the subscription fee.
- The conference / seminar should match your background.
- Many conference / seminars also accept research paper. You may submit his research & then participate in seminar / conference.

Step 2 - Write a strong abstract.

- The research paper shortlisted on the basis

of the quality of abstract.

- A good abstract normally consists of 200-250 words. So, it requires permission.

Step 3 - Write the Paper

- The research paper can be presented in ppt. form or in powerpoint form or in a text form.
- The average duration of paper presentation is 15 to 20 minutes.
- If the research paper is text oriented the average length of paper would be 7 to 8 pages & if it is a ppt. then it requires 20-25 slides.
- Write a data driven research paper because the quality of research paper is based upon authenticated facts & information.
- In ppt presentation the speaker (scholar) should convert the research paper topics into several bullet points.

Step 4 - Prepare the presentation

- The author should review the literature, do the analysis, compile the information & then compose the research paper.
- The author (scholar) should review, edit & read the document.
- The speaker should convert his research paper into several slides & each slide should be further divided into various

bullet points.

- The speaker should add pictures, diagram, flowchart, piechart, bar graph etc. to add interest among the audience
- The slides of ppt. should not be written in paragraphs.
- If the research paper is in text form then the speaker (scholar) should describe the facts & not just reside the information.
- In a paper presentation the scholar should pronounce the words with clarity & follow the basic norms of para or voice paralanguage or voice dynamics

Step 5 - At the event .

- Before the paper presentation , you should test the audio-visual equipments like projector, speaker , computers etc & software compatibility.
- Always follow the basic rules of presentation i.e., a positive body language having right posture & gesture, eye contact, correct face expression & appearance.
- After the presentation always be ready for the questionnaire .

EXPERT TECHNICAL LECTURE -

The term lecture is derived from latin root word 'lectura' which means 'to read'. Generally, a lecture is supposed to be an oral presentation on a particular topic that imparts (to give) information to the people. They are also used to convey critical information related to technology, science, theory & its historical background. Critics have pointed out that lectures are mainly one way communication and does not involve audience participation but depends upon passive learning.

Expert technical lecture is a method of teaching or delivering lecture in which the speaker is mostly an expert from the industry who posses specialized knowledge in a particular topic. In this lecture method the speaker presents his topic in the most interactive manner where the audience can frankly ask the question & participate actively.

* Advantages .

- It is useful for large as well as small gatherings.
- It can easily integrates & analyze huge

amount of Knowledge.

- It is mostly practical oriented form of teaching or learning process.
- If is quick & straight forward way of communication.
- If transfers factual information quickly.

* TYPES OF TECHNICAL LECTURE -

(i) Traditional -

In this type of lecture the speaker is a dominating figure of the audience who are just a passive listener. This form of lecture is extremely popular common in Indian education system.

(ii) Participatory lecture -

In this form of lecture, the speaker begins the topic in a brain storming session. The audience in participatory lecture share their ideas & experience & thus make the whole lecture highly fruitful.



Expert technical lecture come under the category participatory type of teaching.