

Technical Writing (BAS-10)

Communication →
 |
 | Interpersonal
 | Extrapersonal
 | Intrapersonal

Communication through 5 senses →
 |
 | sight
 | taste
 | touch
 | smell
 | hearing.

Sometimes, we use our senses when we want. Ex - we see what we want to see, we listen what we want to listen, etc.

But in case of professional communication, we see what we should see, we listen what we should listen, etc.

Our profession starts with our individual performance.

But after some time we become manager and new comers work under us.

Here, comes the role of technical writing which helps us to guide them in case they are not working properly.

Basic methods of learning language.

Natural sequence of learning	L - Listening	{ Natural - it comes to everybody
	S - Speaking	
	R - Reading	} It requires training.
	W - Writing	

"Listening is the mother of all speaking."

"We are provided with two ears and one mouth, so that we listen more & speak less."

"It is more important to know what we should not speak rather than what to speak."

Personnel management → Human resource management

Human capital management

During our freedom, we didn't suffered nuclear disasters and calamities like Japan. But still we are developing & they are developed. why?

Even America is not having that much growing industries. why?

This all was answered by a Japanese.

Leader -
"This is the result of our dedicated team and their team work."

It is not easy to work in team because:
→ difference in opinion.
→ Demand to become leader (superiority).

Language

Language is a system of codes confined together to convey different meanings in a speech community.

"India is the hub of languages".

We should use specific codes in their specific sense so that it gives a specific meaning.

Major division of language → Subjective language

→ Objective language.

Subjective → me I, my, myself.

Objective → we don't use I, me, my, myself.
There is different types in the same language according to the profession.

Leadership is actually that condition when your team mates themselves admit and choose you as their leader.

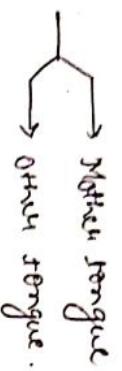
Writing is the most rough and serious process among four as it gives the proof of our communication and in this technical writing is even more serious.

Ex - Police have to be active.

Militant has to be reactive.

Students in professional course should not react but respond.

Flowering language (flattery).
Literary language (extending too much beyond imagination).



Second language acquisition.

(We should be open minded while learning other languages).

While communication, we represent our whole community.

Listening:

Selective listening (listening important).

Partial listening (listening what we like).

Attentive listening (listening everything with complete focus).

Pretentive listening (just pretending listening).

Why English?

English is lingua franca (widely spoken language).

Steps of writing.

Pre writing or
Free writing
Re writing

Pre writing
Drafting
Re drafting

Different Technical Writings

Town artistic writing.

It basically contains SSS & SH.
Who, when, where, what, why, how.

Subjective listening → sympathetic influenced by others feelings.
Listening → Antipathetic (influence of others in opposite manner).

In India, English is not foreign language, it is second language today.

Empathetic Listening

Best listening for professional purposes.

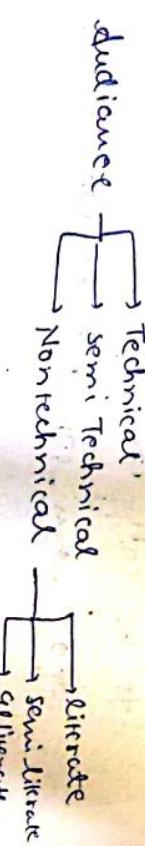
Putting yourself in place of the person which is suffering.
Then you realize how to adjust.

Holistic listening

(Listening by body, heart, mind & soul).

Speaking

When we start speaking, the first condition is to understand your audience.



In case of technical audience,

we must be objective, precise & non-

ornamented now, it should be straightforward.

No use of jargon, too close, etc. Use of data,

In case of semi technical, figures, etc. graph, charts, facts

free to use day to day language. (complete). (detailed).

We can use general language with data, chart etc. In case of non technical, summary.

Interact with plain language without use of data, chart, etc.

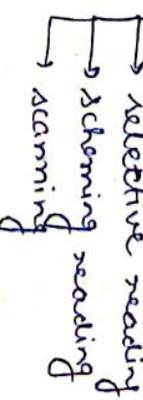
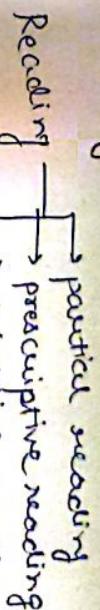
Literate (who can read or write a particular language)
Interact with them in their comfort zone.

Semi-literate (who can read or write something) interact with them in their level down.

Illiterate

No use of pen papers. Just talking can make them understand your point.

Reading



"There is no meaning in text, the meaning is only in context."

Writing

Francis Bacon (father of English essays).

"Reading makes you full man."

"Conference (speaking) makes you a ready man
But Writing makes you an exact man."

What makes a writing technical?

For overall communication, there will be two objectives:

→ choice of words.

→ sentence construction

Real communicator is the one which can explain tough to tough topic in a simple to simple language.

In case of our writing fog index (use of bombastic words) should be low.

Research says:

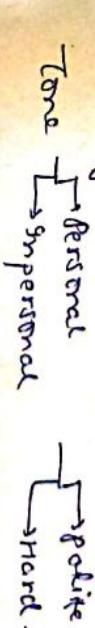
id normal literate person,

L - 45%. (listening)

S - 30%. (speaking)

R - 16%. (reading)

W - 9%. (writing). (3-4% among its technical writing).



or Tone consistency according to situation.

English is sonor language like Punjabi.

(Meaning is more in how than words).

"Technical writing is about carrying the requirement of end user."

Ken Werner -

"Communication is what many technical professionals need to do most and want to do least."

- editor in circuit & devices

"Who's writeabout how to write", Ken Werner says for them,

"and (if) writing itself is unpleasant, and (it) reading about writing is torture!"

Sentence

It should be objective not subjective.

fog index must be very very low.

Object → write to express.
of → write to impress (Never be a technical
writer).

writing

Technical writing is to express requirement is of expressive communication.

physician's office → having a role as a medical professional

Micro suggestion : Playing with the words
(literary language) and conveying the meaning
indirectly.

Ex-dinner

Are you Chinese?

Nationality → Not implemented in tasking.

- don't use ~~so~~ so many adjectives and adverbs.
- Use less negative sentences. (avoid no, not, etc.).
- don't use ~~so~~ many adjectives & adverbs.

Impression Expression

expression - $x_1 x_2 \dots x_n$

"Language is the part of central nervous system.

language is in our veins like our blood." ⁸

"Language is the injection of mullein against
the infection of minimisation & globalisation."

diabetes of duration, p

What makes drafting technical sentence? For drafting technical sentence, one need to understand technical communication is to make complex into simple and the customer successfully technical writing stands for user centred.

Technical writing helps us to solve problem with technology and technical subject matter.

Objective should be expressive expression.
Tn always looks to : etc

- convincing.
- guiding.
- persuading.
- problem solving

- don't use personal addressing (I, me, are, my, etc.).
- Use less negative sentences. (avoid no, not, etc.)
- don't use so many adjectives & adverbs.

Paragraph

- 1) Causal relationship
Logical coherence of thought in paragraph.

- 2) Inductive writing.

Particular to general.

Ex - In lecture hall no. 112, students of electronics and communication engineering are studying technical writing. Technical writing is an important subject in their B.Tech course. This will help them to garnish their skills in writing.

In technical and research field inducting writing is not so good.

- 3) Descriptive writing (either in research field).

General to particular.

- 4) Journalistic writing.

This type of writing contains 5 Ws & 1 H.

What? When? Who? Why? Where? How?

→ Impressive beginning. { } characteristics
→ compact middle.
→ finishing touch.

Linking & connecting of sentences is very important.

Connecting words - Furthermore, moreover, in addition, in addition to, to qualify the above, however, in order to, in this connection, having established inferentially, to conclude, in a nut shell, consequently.

Prewriting

For writing

Re writing

editing

Redrafting.

Technical vocabulary → precise, correct, proper explanation.

Subjective
Personal
Objective
Impersonal. (minimising g, me, my self)
(in extreme conditions,
use third person - they, they, etc.)

In case of objective language, subjective words are minimised, we can use if necessary but, in case of impersonal, objective words are completely eliminated.

Too much use of adjective makes the language (writing) flowery.

- Be objective
 - Minimum possible use of adjectives.
 - Be factual (deal only true facts).
 - Straight forward.
- A scientific attitude:
- Discussing the genuine reasons without making it large.
- Pure sciences Social sciences Arts & Humanities (Basic)
- Nowadays no subject is scientific. Even arts students need the complete knowledge of measurements and position.

Homophones

Similar sound but different meaning.

Homonyms
similar spelling but different meaning.

Open the windows
windows are used in computer systems.

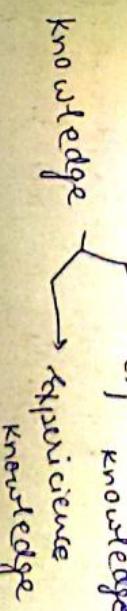
Aluminum (Plural)
Aluminium (singular)
Alumina (Female singular).

Impersonal style

- 1) choice of style is restricted in case of impersonal style.
- 2) Method of impersonal is concerned. It should be in a defined framework.

→ Objective
→ Scientific

- 3) scientific attitude (new personal styles or attitude do not mix).



- 4) scientific knowledge is universally proven language.

entertaining writing

→ Descriptive (describing something).

→ Making complex simple.

→ Definition (defining something).

Poetry: → function

→ appearance.

→ Explanatory style.

Guidelines of Technical Writing

→ less hope it's short & simple.

→ making complex simple.

→ consistency & clarity.

→ Preisgenossen.

"There are many a slip between a cup

and your slip."

Hard luck: sometimes opportunity is chased away from very close to us.

Definition - Put the title and use of proper
words with proper meaning.

Description → Explaining each and every word (part) in a brief manner.

Making complex simple.

```

graph TD
    TW[TW] --> expression[expression]
    TW --> imprecision[imprecision]
    expression --> expressive_impression[expressive impression]
    expression --> impressive_expression[impressive expression]
  
```

entity of
technical
communication

poor, Science & Technology [↳] ~~philosophy~~ → founders of love learning ↳ all can see search of knowledge & truth.

→ all are in search
of knowledge & truth.

Science & Technology Philosophy
↓
→ Goodness of
Love Learning

artistic feature: selecting words which
are most suitable.

In the second half of the 21st century, illiterate will not be those who can not read & write rather they will be those who cannot handle technical form of communication

→ Right tech society
Low tech society
no tech society.

Only dead fish swim with stream.
Correct sentence.

Comprehension

→ Reading. (Note making)

Jury are divided in their opinion.
jury has given their its decision.

Note making: after listening lecture and making notes that is note taking.

In this distance matters, as at a distant person cannot listen the delivered lecture properly & hence cannot make proper notes.

Note making: Reading the comprehension & then making notes of important points.

Preci. Composing any composition & its 1st & 2nd length.

Sometimes we listen according to culture, society, etc which misleads the comprehension. It is important to have cultural specific knowledge.

What is role of culture in listening a sentence?

Rabindra Nath Tagore wrote a book titled as:

"A Roop Ratan"

* Listening comprehension training is actually it means a beautiful (form) gem but a foreigner meant it as formless (ugly). jewel (gem).

Listening comprehension training is provided in China. [Chinese Whis per game]. Due to multiple stages of listening, the actual message is filtered.

While listening, we even notice body language.

Points to be noted while listening:

- Listen the title first.
- Listen the stepwise content.
- Note the specific points (important).
- Listen the climax of the speech properly.
- Concentrate on the way how the speaker ends his speech.

Note taking

- Listen properly.
- Note down the important points.
- Take an overview.
- Summarize the whole topic.

Note making

- Read properly
- Highlight the important points.
- Read it again once again.
- Summarise all the points.

Precis

Reproducing & regenerating the content of a topic by reducing it to half of the original without changing its tone.

Different from summary.

We writing text has a tone.

1st ethic of Precis writing

→ Don't change the tone of the paragraph.

→ Gets a sort of technical and deductive writing.

* Methods of Precis writing

→ Read first. While first reading, rightly

example, adjective, illustration, etc.

→ Second reading (Read again).

→ Try to identify the tone of the para.

Try to identify the three suitable title of the content.

Note taking & note making

Reviewing
Summarising

Interpreting in the light of cultural, social
& current scenario.

Paraphrasing (making complex to simple).
Reducing Technique (deductive method).

Distracting (abstract is a technical summary
(executive summary) just to take a glimpse
of topic).

→ prepare a first draft

→ count the words.

→ adopt the reduction technique

* one word substitution

* compound → simple.

* elimination of unnecessary

→ Draft the final précis writing

* Bound to give suitable title.

Bound to give word count.

Don't Count: ① Preposition.

② Conjunction.

front matter

↓ Main Text

↓ End Matter

Unit - 2 Thesis Element

It is a method to present our thought in an organised Thesis writing [Independent research representation manner].

It leads to the university academic degree.

Anti-Thesis: when established research idea are challenged then it is anti-thesis.

Biasness: If anyone challenge the ethics of any religion and due to which he is subjected to death, then it is called biasness.

Antithesis

Women are believed to be goddess "Durga".

Women are believed to be goddess "Lakshmi".

Women are called "aha" in India.

most of women are known as "aha" in India.

Women are believed to be goddesses.

Women are believed to be goddesses.

What is an Indian woman?

"Woman is presenting ancient weakness
of a man."

Thesis

Women are power

They are wealth

They are knowledge

* Every thesis has its anti thesis.

Anti thesis

Women are the greatest
weakness of men.

Thesis elements		Order
Front Matter	Main Matter	
i) Title page	i) Chapters	i) Title page
ii) Declaration	ii) Sections	ii) Appendices
iii) Declaration / Certificate	iii) Subsections	iii) References
	iv) Captions	iv) Acknowledgements
iv) Preface	v) Headings of tables & numbers	v) Appendices
v) Abstract	vi) References	vi) Dedication
	vii) Acknowledgements	vii) End matter
	viii) References	viii) Certificate of department
vii) Table of contents	vii) Appendices	vii) Appendices
viii) List of figures	viii) Figures	viii) Dedication
ix) List of symbols	x) Appendices	x) Appendices
	xii) References	xii) References
	xiii) List of symbols	xiii) References
	xvii) Bibliography	xvii) Bibliography
	xix) Works consulted	xix) Bibliography

Paper Elements

Thesis:

- | Front Matter | Main Matter | End Matter | Order |
|--------------------------------------|---|------------------------------------|---------------------|
| i) Titlepage | i) Sections & subsections | i) Figures with captions or tables | i) Title |
| ii) Acknowledging terms of keywords. | ii) Headings & subheadings | ii) Appendices | ii) Abstract |
| iii) Abstract | iii) Figures with captions and references | iii) Acknowledgments | iii) Keywords |
| iv) Prog. Project | iv) References | iv) Paper action | v) List of symbols. |
| v) Grant | v) Dedication | v) Appendices | |
| vi) Education | vi) Authors Biography | vi) References | |
| vii) Table of contents | vii) List of symbols. | vii) Acknowledgments | |
| viii) List of symbols. | x) Table with headings | x) References | |
| xix) Figures | xix) Bibliography | xix) Figures | |
| xxi) Bibliography. | | | |

It is submitted as a supplement of doctoral degree.
 Novel → new
 → innovative
 → original
 → novel

Thesis should always be presented in a proper format.

Title Page:

Title: short, simple, crispy (short).
 Centres, balanced.
 (It is like a nail which balances a calendar)

Name of Department & University where

research is performed.

Name of person who performed & on whose

advice research is performed.

Researcher	Research Scholar	Supervisor
Researcher	Research Scholar	Supervisor

Date

Frontis Piece:

Ex → any logo, picture of god, any famous ideal personality related to institution.

Declaration

I hereby declare that I have done this work ---

research scholar

I hereby declare that this work is original
and authentic -----

Supervisor

Preface
Acknowledgement

In this we thank our sources & supports.

- almighty.
- teachers
- parents
- library
- books.

As a creeper depends on every branch of a tree
which supports it for its existence. In the same
way I am thankful and I acknowledge it to
each and every person who were a motivation and
inspiration in completing this work -----

Table of content

Presenting all the elements in a proper manner
Abstract

A proper formatted summary of the whole
thesis provided as a service to the examiner.

Headings & Subheadings

Patterns & trends should be applied while
choosing subheadings under a heading.

→ connectivity.

→ chronological order (or any other day).

End matter

- appendix
- references
- glossary

Index

Conclusion

References

Glossary

Appendix

Index

Conclusion

References

Synopsis

Synopsis is a part of thesis not of paper.

It is not the part of the body of thesis.

Synopsis is a pre research conceptual writing that a researcher get approved by the departmental authority (juristic).

- It is a pre work research plan.
- It is usually separately prepared (not in the body).
- Synopsis can be changed in latter stages.
- But, thesis cannot be changed. It should strictly follow the synopsis.

Note: Technical writing must include measurable facts (quantity).

Preface

Preface is the integral part of thesis.

- The approach towards the problem, challenges, present & future scope are discussed in the preface.
- All the previously recorded model from which ideas are borrowed, should also be discussed in preface.
- Benefits, development & help to today generation should also be mentioned in the preface.

Abstract Writing

→ Mini version of thesis written at the end in considered form

⇒ Indicative form

⇒ Informative form

→ Basic features

- ⇒ Originality
- ⇒ Importance
- ⇒ Statement of problem
- ⇒ Approach method
 - Hypothetical
 - Practical
- ⇒ Theoretical

- Application
→ Contribution.

→ Abstract is in both thesis & paper writing.

Chapter & section

→ Introduction. (Introductory chapter). (from where we got the idea of this research)

(consideration)

(direction of research)
(new scope in this field in future).

(benefit)
(present status)
(development & update).

→ Core chapters & sections.
→ Theorems

→ Conclusion
→ Recommendations
→ Plan & scope

Basic assumption & hypothesis

Basic assumption or hypothesis can be changed at any stage of the thesis unlike preface.

Synopsis

Preface

Abstract ✓
Introductory chapter
Thesis & Research Paper

Chapters & sections ✓
Statement & Problem ✓
Scope & Plan ✓
Synthesis & theoretic analysis ✓

Abstract writing (Executive summary)

Three meanings
→ Noun (no shape)
→ not practical (deduction)
→ essence is summary.
↳ most important quality of something.
Abstract should have an idea rather than having shape or three dimensional appearance.

→ giving a history of the problem & related topics.
→ giving present scenario of that problem with its consequences.

Steps of research.

- Data collection
- Data processing
- Taking initiative
- Media coverage
- Consulting with holders
- Brainstorming decisions
- Highlighting problem
- offering soln.

Conclusion

→ Future scope of the study (research).
→ Statement of the problem (how problem identification is done).
(two problem identification is done).
→ Plan & scope at the end. (give all the steps).

"Failing to plan = Planning to fail."

Summary: Summarised form of any content

Introductory chapter

Abstract is free
summarising it a summarised form

Abstract is methodical

It is concise, brief & short

Abstract nature.

Method required.

Word limit.

Abstract nature.

Deductive nature.

No method required.

Core chapter & sections

Letter Writing

Why do we write a letter?

If the place where we cannot go personally, then but we want to send a message, then we write letter.

Synthesis & analysis

Breaking into parts & doing study → analysis.

Joining all the parts & making things → synthesis.

Assumptions & hypothesis

Hypothesis is a theoretical based assumption that gave a sound liking.

Hypothesis can be wrong at any stage of research. Then it is required to be modified, rechecked & improved.

Decision science:

"Life always contains two situations

- Taking decision.
- Not taking decision.

Opportunity comes from front.

"Think thousand times before taking a decision but don't think even a single time after taking a decision."

"If the decision is right, it will enrich you if the decision is wrong, it will enrich your experiences."

"Selecting proper words makes a person judicious and a person who is judicious can write a good letter."

Timeless letters.

Those letters which live forever due to its unique qualities.

Ex → Pandit Nehru wrote to Indira Gandhi.

"Letter writing is the sending of personality of a person who cannot reach there, through proper selection of words."

"In earlier time, managers were there. what is the significance of letter? Letter is personality in words. Hence, selection of words should be very appropriate.

→ Being selective with the words.
→ If a letter is insulted, the writer is insulted.

→ Two types of letter. → formal.
→ informal.
→ Expression with purpose.

Origin & Development of Letter:

→ Historical origin
→ Mythological origin

Many bodies of nature was used as messenger.

Mythological origin (Classical).

Ramayana → Lakshmen wrote a letter to Demon king Ravana.

Mahabharata

Historical origin.

Chandrakandai

Power → throw
→ enthrall
→ establish

Letters have those greater (emotions) insinuate it:

→ keep love
→ dream
→ determination
→ longing
→ aspiration.

11

Letters have one:

→ cherished
→ memorable
→ adorable (worship → love affection)

"You can repay a price, but you can never repay a value."

"The fourth most important need for living is consulting our thoughts with others."
"Like rainbow, letters add colour to human life."

"Letters own their origin to vedic origin".

Ramayana: Laxmana to Demon king Ravana.

Many royal families also wrote letters.

Letter → adequate.

Email → Netiquette.

ECE → Netizen (Cybercitizen).

Letter →
 |
 Informal (Personal).
 |
 Formal.

Informal.
→ Subjective
→ Privacy of information emotions.
→ got maximum significance from 17th to 20th century because of industrialization.

1850 - 1950 witnessed the surging (peak) of informal writing.

Second half of 20th century (after 1950), informal letters started losing their charm due to

→ electronic devices

email

what's app

sms.

→ Emergence of social media
fb
twitter

These factors were responsible for excretion of informal letters.

Formal

→ emerged in the form of professional letter.

→ Impersonal in tone.

→ words selection

→ Objective.

→ choice of vocab is highly selective.

→ Professional confidence.

→ skills & advancement with the growth of human civilization.

Job applications, CV, etc became new type of letter (formal).

After globalisation, due to technology developments, objective was more popular

Cross cultural communication knowledge matters.

Synonym of letter → epistol.

Letter writing also emerged in the form of novel. → Epistolary novel.
(fresh innovation in this field).

Literary first novel → 1740.
(in form of letter writing).

"Epistolary

(Pabla).

In popular

Next novel → 1747.

Shifting point of view does not need the inclusion of author.

ECE & CSE

Information and communication Technology

"The man in 19th century became machineman

In 20th century and same man became "superman in 21st century".

"Formal writing is now mandatory for human's success."

Formal letters are indispensable from professional world.

Formal Letters : Drafting Patterns & Layouts.	
LH	Modern Mohan Malavia University of Technology, Gopalganj © Phudu - 243010, Phone, Fax, Email, website
Salutation	→ "and layout → Indented → Full Block
Sub.	→ Hanging → NORMAN
Introdu	→ New
New	Office
Body	Management
R.A	Association
Closure	of America
Endlosure	

Indented

March 07, 2019

From
Dean UG
To
the chief warden

Attention Line: Warden, Swaraj Bhawan

Ref. No.: March 10/2019/77

Sub: Ma'am / Sir

Dear Ma'am / Sir

Tab
Space

- Understanding of cross culture.
 - Knowledge of letter drafting patterns.
- Mahatma Gandhi:
- "Whenever I look at the handwriting like people spread on the paper, I feel like I am half educated."

* What information should be on letter head?

→ Logo

→ Full name & address of the company/institute.

→ Pin code
→ Phone
→ Fax
Email
Website

* 1 Tab / 5 space → indent.

Tuesday 7 hours
Endlosure
CC

Truly Yours

Endlosure

Full Block.

Dear Dr. Singh → Indian Salutation.
 Dear Mr. Sudder → American Salutation.
 This is because India prefers salutation.

"First name is the most sweetest word to be
 a word by a person on this earth".

Dr. X Dr ✓

Salutation
 ↗ dear Nam / sis

↳ dear Dr. Singh

dear Miss / Ms / Mrs. / Mmt. (for ladies).

Subject → introduced by America.

(present
 in american style).

Main Body
 ↗ setting the problem (2-3 sentence).

↳ seeking action
 ↗ thanking and complementing. etc

→ academically yours
 → Truly Yours
 → Painfully yours.

From
 To

Date
 Ref No.

Subject
 Salutation

Truly Yours
 End.
 CC

Semi Block.

From

To

AM

Date

Ref No.

Subject
 Salutation

Truly Yours
 End.

Loosely Hanging

(Most used in advertising)

Report Writing

- advertisement purpose
- dist. attracts reader towards its unique style.
- No specific format (free to write).

Report
J from "portare"
in sense

It means to 'carry back'.
Report
written report.

Eg → Newborn baby's first cry reports
"startling of new life".

dead body's stopped pulse, heartbeat and cold body reports

"end of a life".

New office Management Association of America.
Sub:

* Minimum
lines in
body.
(straightforward)

sender info.

* For information purpose → NOMAN.

Paradvertising → Loosely Hanging.

For professional / exam → Full Block.

For formal format → Indented / Full Block.

Report
informal
Report
Formal (press report, newspaper).

Legal Report: FIR (First Information Report).

Solicited Report
Non-solicited Report

Verbal
Non-verbal

Stationary
Non-stationary

Report

According to Oxford Advanced Learner's Dictionary.

try to excavating its origin.
deal \curvearrowleft development.
own
the fact

Conceptualising Report:

Few situational examples:

- (a) Two young kids
(b) A three to four years child ...

(non-verbal).

generally done by body language.

d Report is a:

- Description
→ Story
→ account
→ version.
- } all words for a written or spoken account of events.

It is used to give people information about something that you have heard, seen, done, etc.

change of reporter:

"No two reporters of the same incident cannot report it in a same way".

as Noun:

A report of the accident, account, statement before record, exposition, delineation.

as Verb:

The latest findings being word about, announce, pass on, communicate, relay, relate, tell, recite, give an account of, set forth, document, narrate, describe, detail.

Definition:

An account of a statement about something that happened in the past.

etymologically:

Re → back.
Portuguese → :

Report contains:

- facts
- figures
- information
- opinions
- analysis
- suggestions
- drafts
- charts
- pictures
- statistical tables specially compiled for a particular number.

Qualities of report:

- formal communication
 - specific purpose
 - authentic information
 - well defined audience
 - impartial and objective manner
 - Usable form
 - procedures
 - collection and examination of data.
 - analyses
 - conclusions
 - recommendations (if necessary).
- (But a good report must contain 'recommendations').

Types of Reports

- 1) According to use:
 - External
 - General

2) According to time:

- Routine report. (daily report taking).
 - situational report.

- 1) According to use:
 - External
 - General
- 2) According to time:
 - Routine report. (daily report taking).
 - situational report.

3) According to level management:

- reports to functional Management.
- P-TOP Management
- Reports to Junior Level Management
- Functional Reports.

4) Other Reports

- statutory report (Legal)
 - Director report
 - auditor's report
 - Non-statutory report (Non-Legal)

5) Other Reports

- Review
- cost-audit
- Interim
- oral

✓

verbal
written

formal

informal

- Non-verbal
- Once
- Informal
- Informational

interpretative

Program

Specimen

Confidential

Non-solicited

Solicited (when you are expected to give report)

Non-solicited (when reporters give report by themselves).

Mechanics of Writing

format & structure

→ front matter.

- cover sheet
- title page
- frontispiece
- copyright notice
- foreword letter
- preface
- acknowledgements
- table of content
- abstract
- list of

- a) my ways are highways.
(seven Birds Describing an elephant....)
- b) subjective expression (use of I, me, my, etc.)
- c) objective language (plurals of I, me, etc.).
- d) inductive logic (particular to general)
- e) deductive logic. (General to particular)
- f) journalistic approach:
 - what
 - when
 - why
 - who
 - where
 - how

→ Main Matter (Body)

- introduction
- discussion
- conclusion
- recommendation.

→ Back Matter.

• Appendix

Fog index. → it should be low.
(use of complex words is called fog index).

Simple language

less for hubla (keep it short and simple).

c) Bibliography (list of works consulted).

d) glossary

(list of technical words & terms which appear in the text of the report).

e) glossex (list of various topics, sub-topics and significant aspects which were in main body but not in tables of contents).

checklist

1. Title Page.

- Title
- Author
- organization
- Date
- Person/group who commissioned the report.

2. Table of Contents.

- Accurate, clear layout
- Section numbering system and indentation.
- Complete

- page numbers
- list of illustration if applicable.

3) Abstract

- Appropriate length
- complete summary of key information
- Information, not description, in form.
- Impersonal tone
- connected prose.

4) Introduction.

- Relating topic to wider field
- Necessity background information.
- Purpose of report.

5)

- Scope of report.
- Explanation of arrangement of report sections.
- Body format.
- Main headings indication equal level of importance.

⇒ All subheading relating to section heading

⇒ choice of levels indicating hierarchy of importance.

⇒ Hierarchy of importance shown by careful and consistent use of features such as recipient, different fonts underlining, bold, italics..

Professional writing

Underlining → no highlight.

Times New Roman 12.

Spellex → only book names are written.

Indentation Numbering / letter system

Space between sections to enhance readability
and layout.
when using charts, statistics and illustrations check for sustainability,

captions, references in text and positioning.

⇒ Acknowledgement of all sources, including material referred to indirectly, direct quoting, copied diagrams, tables, statistics.

⇒ Ensure a systematic link between references in the text and the references list and bibliography.

* MLA → Modern language association.

6) Expression

- correct
- own words
- concise
- clear to intended reader
- formal and factual.

7) Content

- logical development of ideas from one section to another and within each section.

8) Citing advance.

• Relevant

- Objective

- Specific

8) (conclusions)

- drawing out of the facts.

• convincing

- a substantial basis for the recommendations.

9) Recommendations (if applicable).

- Based on the conclusions.

• Practical

- specific

- well organized, with the most important first.

10) List of references

- sources in the text listed by the Harvard / MLA or as per recommended / required system.

11) Bibliography:

- texts consulted but not referred to directly in the report.

12) Glossary (if included)

- arranged alphabetically

13) Appendix (appendices)

- places at end of a report if included
- arranged in the order referred to in the report.

Job Application

service Upgradation.

* Respected Sir

(respected
Substitute)

To
The Vicechancellor

* career - position
* requirement.

Post of Assoc. Prof. in Prof. Comm.
To
The Director
MMUT
Dear Sir

Subject Line:

This is with your reference in Times of India on,

7 Apr 2019.

I have been informed with your reputed post -

--- (Introduction of topic) ... C mentioning the vacancy
available).

(Giving Qualifications of the sender).

1 Requesting for face to face interaction (Interview)).

Complementary Closure

Joining Application

To

The Director
MMUT

Subject Line:

Reference

Dear Sir,

(Giving introduction and mentioning time of joining
with date).

complementary closure.

* CV → 6-7 pages. (For experienced).

Resume → 1-2 pages (minimum 1-2).

(For freshers).

Xerox copy of
Appointment letter

* Ready reference: If you are writing a letter to
Vice Chancellor, and it is
accepted by him and vice chancellor is changed
then please can come that the new one would not
accept it simply and collect all informations regarding
it through old files to know your history character.
Hence, it is better to attach the Xerox of appointment
letter, promotional letter, etc for your safety.

* Biodata: Biodata contains biological informations

Army
Manager

Formal Report → depends on the seriousness of the incident.

You are ordered or requested to draft a report.
→ Investigatory report.

→ feasibility study report.

Non-solicited Report

No order or request is given to prepare report.
They prepare report by themselves.

FBI (Investigation Bureau)

CID

CBI

Routine Report

Ex → In a day, there are many lectures taken and attendance is taken separately i.e. hourly report.

Newspaper → daily report.

Monthly magazines → monthly report.
Annual magazines → annual report.

Special Report (written for special purpose).

Ex → Order comes in every month, to list out the students whose attendance is less than 75%.

* Report is informal also.

Letter is also a formal report.

Hence, informal letters are a kind of informal report.

Length of Report

Attendance → P A

↓
one letter report.

Requirement report → 2-3 lines report.

Incident report → according to the seriousness of report

- There is no length of report.

Parts of Report →
Front Matter
Main Body
Back Matter.

Format of Report

Report will either be wrong or right.
There is no percentage.

Outline of Report

Ex → "This report is applicable to Madan Mohan Malaviya University of Technology only".

You have to mention.

→ Horizon
→ Range
→ Applicability
] → of report.

Types of Report

1. Corporate Report

→ control (in the company).

→ limited. (competition among companies).

Budgeting.
Cost
Broadcasting.

Forms of Reference

Writer Name . Name of Book, Publisher: P.-P.: 1-7-3
(Title, Name). Name given.

Bibliography / webliography.

→ statutory (get by constitutional authority proposed by govt. authority)

→ Non-statutory. (Not proposed by govt.)

(Nonconstitutional values).

Summary
outline
in the summary.

To provide the details of research carried

Unit - 11. Technical Seminar

seminar: Only one speaker (main) are those.

→ all others are listeners (experts).

→ Need of technical students is to give a presentation in the form of seminar.

→ Seminar is done on a pinpoint topic.

→ It has a specific range of applicability.

→ Discuss any issue with a subgroup of expert.

→ On the other hand, in case of conference,

the no. of people listening is more (around 150).

→ It is used to introduce new research.

Technical seminar:

What is the purpose of seminar?

To synthesize research scholars, students, participants with the latest development

of a specific range.

To share a finding report that has been investigated, observed, discussed once or discovered by a scientist, professor, research scholar or an expert of that field.

Modes & Methods of Technical Seminar.

seminar used:

- Paper Reading.
- Oral Presentation
- chalk and talk.
- Demonstration with a model.
- via power point presentation.
- through projector and hand made slides.
- through interactive sessions.
- presentation on skype, google duo.
- through video conferencing.
- power presentation (chart)

Paper reading.

"The thing that we listen, we forget".

"what we listen, we remember".

"what we see, we experience".

* A presenter can adopt one or many methods.

How to prepare power point presentation?

→ You should have a printout of your slides.

→ Pointouts should be available for experts or well-known audience.

→ Card should be taken along on which important points, in case the slide is stopped in middle.

→ On rare, slide does not even start.

→ On rare, slide always works.

→ Body language

→ Gesture

→ Posture.

- Military investigation.
- Project
- New proposals
- Thesis
- Meeting

Interview.

Identifying a person that he/she is fit knowing for the activity or not.
Gathering information
deciding. → L approach

Interviews

Looking inside, understanding our own weaknesses and strength.

Interviewing skills

Qualities that makes a impression that you are the most suitable candidate of that job.

Interview is a process of identifying, ability, skill, talent of a candidate, whether he is having better student traits or not. He is having qualities that is required by our industry corporate house or government.

Body language.

q.t.i:

Non-verbal communication is communication
that is done by:

body movement

voice pattern

touch and touch.

65% → Nonverbal.

35% → Verbal.

According to Albert Mehrabian,

Human messages are:

Verbal → 7%

Jacial → 38%

Nonverbal → 55 - 65%.

Nonverbal

* Kinesics (Body language).

→ Face & Eye (Facial expression & eye contact).

→ Gesture (Movement of body parts)

→ Posture (Posture & body shapes,
such as handshakes).

→ Physical appearance (Clothing, gestures, etc.)

* Polyemics (distance).

Distance defines the meaning.

* Paralanguage:

1. Language depends

→ voice gravity

→ volume speech rate

→ pitch

→ manner of speaker (beyond spoken words).

2. How to analyze paralanguage.

More on "How--?" them "what--?"

3. Vocalization:

shaky voice → Nervousness.

Brooky voice → lack of preparation

Clear voice → confidence.

* Physical context.

negative impact

Environment

→ Room

→ color

→ positive impact.

depth distract

→ Design

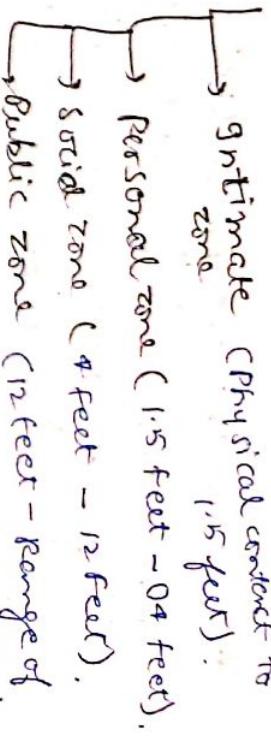
→ Building

→ Furniture

→ Decoration.

USA → black.

Germany → white.



"When we are engaged in direct conversation and seem to be engrossed in purely verbal communication, we remain ardent body catchers."

— Desmond Morris.

which body language is used in interviews?

Tips for interview

- Introduce your self → 1st ques.
- Introduce your self what we said under the second question is asked.
- Give your area of specialization.
- Next question will be from specialization
- The question should be answered in a way that the other questions are asked containing the topics you know well.
- This is the way to drive the interview in our control.

Be well groomed.

Be alert

Be well dressed (Don't cut your hairs before two days).
(Don't wear completely new outfit).

for males, dark suit
tie colour should match sweater or
shirt.

For females, avoid earrings (minimum).
light makeup.
light nail paints.
proper traditional dresses.

Circumstances CV / Resumes / Biode (1-2 pages)
↳ Freshers ↳ Air Hostess

Experiences (Many pages) CV
(2 pages)
Army officer
Police officer
Mathematical

• accolades and honour
→ Authorised
→ edited.

• Profile
• career objective.

• Journal (International)
• oral (interview)

• Seminars
• Article/report
• Book reviews
• Poetry, short story

→ Regular teaching
Previous experience in service
→ Distance teaching
• Interview practice
• Lectures
• National
• State level
• Others.

• Professional education
• Academic education
• Co-curricular Activity
• International certificate.

• Refresher courses / Orientation courses
• MHRD / AICTE / IIT sponsored (attended).
• Short term courses (organized).

- Position of responsibility

- PhD scholars under

- Hobbies.

- Personal skills.

Case Study

Study done.

→ to promote

→ to know problem

Methods of Case Study

- Data Collection

- Data compilation

→ Q/A

→ Interviews

→ Surveys

→ Government Reports.

• Process the data.

• Then go for suggestion.

• Result.

Steps

- 1) Choosing a problem.

- 2) Who are the people responsible behind it?

- 3) Search for the clues and hints through

- 4) Show people communication.

- 5) Does the people involved give same excuse or they have different issues.

- 6) Then it needs second round of investigation.

- 7) Interrogate those people who are suspected most.

- 8) Resolution of the problem.

- 9) Addition to knew knowledge.

Project Making

- 1) Estimate the cost of project

- 2) Making budgets and sponsorships.

- 3) Estimate a schedule (give time & need).

- 4) Writing the project.

→ Attractive language (use catchy).

→ Benefits should be mentioned properly.

- 5) Project scope

- 6) Making a fine project instructed by (instructor)

- 7) Assembling the team.

- 8) Providing resource.

- 9) Evaluate the project (decide reader and instructor).

- 10) Use appendix, references, glossaries.

- 11) Invitation & permission.

- 12) Copyright → NGO & publisher (author)

1973 3rd April.

1st telephone call done.

14) Dedication.

15) Acknowledgement.

16) Correspondence.

Sadist
→ who enjoys
other person

Resume (18)

Name (16)

[Photo]

Address
Mobile No., (Alt. Mobile No.), [Alt. Mobile No.] (Guardian).] 14
Email ID

Proposal writing:

- 1) Creatively
- 2) Artistically
 - After accepting of proposal.
- 3) Budget Planning
- 4) Scheduling.

due otherwise like report:

Resume:

[Resume should be
revised every
2-3 days]. Sweet.

→ And new entries should
not be more than 2 pages will be wrong - always be added.

- photograph.
- A4 size Times New Roman / Arial. (Font Style)
- Readable size → Headings (16-18)
 - ↓ Arial
 - ↓ Times New Roman.

Personal profile
Name & Name
Father's Name
Gender
Nationality
Age
Gender
Passport No.

References:
1) (Favoring 3)
2) (or referred for job)

Declaration: I, son of _____ do hereby declare that
any fake information or reference can damage my
case. Date: April 10, 2019.

[Signature]

Literature : Humor, irony, imagery

Sometimes there are many conclusions, that speaker
is unaware of the audience.
or sometimes audience is multicultural.

→ the speaker has to imagine the nature of
audience.

The person who know more and more languages
that will have more versatile lifestyle.

To make a connection with the audience for
the starting of communication, it is important
to start with a one well known in their
culture.

Creating persona.

Person (a person)
invisible qualities that
is created by the observer
in the absence of
the audience

Including real world example -

Project Selection

think audience.
think ahead.

see the historic data.

Appropriate reader should be there.

Leaders

→ Democratic

→ Authorat.

→ Director.

→ Collaborative

→ team player

leadership

→ complete the project in time.

→ achieve the goals of team.

communication

→ hire a person for own income
multi-~~task~~ target area.

→ fast

→ property

→ consider

risk of meeting stronger time.

considering the sponsor.

critical thinking.

Project scheduling

leader with
resource.

provide resources

Resource management in dealing with money.

peripheral → additional
paper

rights & permissions

signature of
printing
& distributor,
certification.