

REPORT

Report

Report is an statement of the result of an *Investigation* or any matter on which definite information is required.

Report Writing

Report writing is an art of arranging data or information in particular format is called Report writing.

REPORT

- ✓ It is used in Decision Making.
- ✓ It is purely based on Facts.
- ✓ It discusses particular problem in Detail.
- ✓ It refers to specific Periods, Events, Occurrences, Subjects.
- ✓ It may be communicated in Oral or Written form.
- ✓ It may be in the form of Graphic or Tabular form.
- ✓ It uses Descriptive Language.
- ✓ It is usually in Present Tense.
- ✓ It is used for find Out the Facts.

TECHNICAL REPORT

Meaning:

A technical report is a document written by a researcher detailing the results of a project and submitted to the sponsor of that project.

Technical reports are today a major source of scientific and technical information.

Technical reports are usually produced to report on a specific research need. They can serve as a report of accountability to the organization funding the research. They provide access to the information before it is published elsewhere

TYPES TECHNICAL REPORT

Policies and Procedures

Recommendation Report

Feasibility Report

Background Reports

Business Plans

Research Report

Technical Specifications

POLICIES AND PROCEDURES

Policies and procedures are an essential part of any organization. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

1. Policies and procedures report design to influence and determine all major decision and actions, and all activities take place within the boundaries set by them.
2. Policies-address important issues, such as what constitutes acceptable behavior by employee.
3. Procedure-sequence of step to be followed in consistent manner such as how organization will respond to any policy violation

RECOMMENDATION REPORT

A recommendation report proposes a solution to a problem or evaluates possible solutions and recommends one.

Before proposing or recommending a solution, the report needs to identify the problem.

1. In this type of writing, you compare several options against a set of requirement as a way to find one specific action to recommend
2. Analyze a problem, determine the best solution and recommend the best solution
3. Present data, draw conclusion from the data
4. Make recommendation based on data

FEASIBILITY REPORT

A feasibility report is a document that assesses potential solutions to the business problem or opportunity, and determines which of these are possible for further analysis.

It is primary and most important thing in development of a project

FEASIBILITY STUDY

1. Based on extensive research
2. Contain wide range of data
3. Supporting evidence

BACKGROUND REPORT

A background check or background investigation is the process of looking up and compiling criminal records, commercial records, and financial records of an individual or an organization.

1. Intended to provide background details on a technical reports.
2. Focus on a specific topic meeting specific audience needs.
3. Two essential infrastructures of the background reports are definition and classification.

BUSINESS PLAN REPORT

A business plan is a document that describes a new business, its products or services, how it will earn money, leadership and staffing, financing, operations model, and other details that are essential to both operation and success.

1. These are proposals for starting a new business.
2. Business plan report gives information to the audience, consider the idea.
3. Format for business plan: use the format for formal report, the format for proposals or some combination of these two. Business plan even those for small operations, can run over 15 pages.

RESEARCH REPORT

Research report is a condensed form or a brief description of the research work done by the researcher.

1. Presenting findings culled for researches, both from laboratories on certain field.
2. Content of report is actual work someone does in a laboratory or in the field.
3. Consisting of data, conclusion, methodology and background on the problem.
4. To make reader can easily understand the purpose and results of research.

TECHNICAL SPECIFICATIONS REPORT

A technical specification is a document that defines a set of requirements that a product or assembly must meet or exceed.

1. A document that defines a set of requirements that a product or assembly must meet or exceed.
2. These documents present descriptive and operational information.
3. Created for new products.

Technical Proposals

DEFINITION OF A PROPOSAL

► **Proposals are written orders to solve a technical problem or to undertake a project of practical or the theoretical nature.**

A proposal is an offer by one party to provide a product or service to another party in exchange

for money. It is usually a sales presentation seeking to persuade the reader to accept the written

plan for accomplishing a task. Proposals may be written to people within

an organization, to an outside company, or to the government.

Objectives

The main idea of the technical proposal must be important and innovative. It must catch the attention of the reader and be informative.

- ▷ Proposals serve to review and improve existing products and services
- ▷ to meet the ever-increasing and complex requirements of today's highly
- ▷ competitive business environment. They aim at providing new and sound

Examples of Proposals

- To construct parking slots, buildings, bridges, highways
- To sell property, such as buildings, machines, airplanes
- To survey areas for possible water sources
- To plan and construct airport baggage conveyor systems
- To modernize the office procedures of a company

Importance of Proposals

Proposals, like reports, are valuable records of information in an organization.

2. They act as an index of the company's growth or progress.

3. Successful proposals give financial returns to the organization.

They help promote various research activities that are vital for the individual, organization, or government.

Proposals attempt to win contracts for the company undertaking the project. Proposal writing develops certain favourable and useful skills such as communicative, persuasive, and organizational skills. It also enhances the power of estimation, judgement, and discrimination in the writer.

Types of Proposals

Sales proposals are also known as business proposals. They are sent outside the company to potential clients or customers. Sales proposals rarely duplicate one another in either structure or style. In fact, they often take quite different and creative directions like successful advertisements.

Research proposals are usually academic in nature and mostly solicited. Professors, or the

institutions for which they work, may submit a proposal to obtain a grant in response to a

- institutions for which they work, may submit a proposal to obtain a grant in response to a
- request or announcement from the government or other agency.

Other Kinds

Solicited- When a request for a proposal is made, it is known as a solicited proposal.

Unsolicited- When you send a proposal without a request or to advertise to customers, it is known as unsolicited.

Internal Proposals -Written for someone within the organisation.

External Proposals- Sent outside the organisation as external documents.

Pre-Proposal

Letter of intent or preliminary proposal-informs the buyer/customer/intended audience about the proposed idea. After this, a request is made for a more detailed proposal.

# BUSINESS OR OFFICIAL LETTERS	-Asking for and giving information. -Placing orders and sending replies. -Making enquiries. -Registering complaints.
#LETTERS TO THE EDITORS	-Giving suggestions on an issue.
#JOB APPLICATIONS	

THE LAYOUT OF A BUSINESS LETTER/ AN OFFICIAL LETTER/ LETTER TO THE EDITOR

1. Sender's Name
(At the top left hand corner)
2. The date

Letter writing is an art. It is the commonest mode of communication. It is different from other forms of writing because it is intended for a specific reader. A letter is written when something has to be conveyed to someone sitting far away. Writing requires imagination, creativity, careful planning and organisation. The language of the letter should be interactive.

While writing a letter

Remember to.....

- ❖ Mention your intention of writing the letter in the opening paragraph.
- ❖ Divide your letter into paragraphs, to mark changes of subject matter.
- ❖ Include all the relevant information.
- ❖ Be courteous and gentle in your suggestions, even while writing a complaint.
- ❖ Keep your sentences short.
- ❖ Use simple English words. Use simple and direct language.
- ❖ Avoid spelling, grammatical and careless mistakes in your letter.
- ❖ Write neatly.
- ❖ Be accurate, brief and precise.
- ❖ Use the block format that has no indentation and is left aligned.

(The date should be written below the address of the sender)

3. Name and the address of addressee.

(The name and designation of the addressee should be on the left margin)

4. Subject

(It should be an instant idea of the theme and should not be written in more than one line)

5. Salutation

(Salutation is the mode of addressing a person. The usual form of salutation is-

i)Sir or Dear Sir for individuals

ii)Sirs or Dear Sirs or Messers for companies and firms

iii)If the letter is addressed to a lady, salutation 'Madam' should be used.)

6. The Body Of The Letter

(Generally two or three paragraphs form the body of a letter. The first paragraph has the introduction (purpose of writing). The second one has the details about the problem or the subject (main information) and the final paragraph deals with the suggestions toward the solution of the problem.)

7. Complimentary Close

(A formal letter can be ended with 'Yours faithfully', 'Yours sincerely' or 'Yours truly').

Remember that 'YOURS' never takes an apostrophe and the second word is not capitalized.

This element is a single word or phrase, separated from the message by a blank line.)

8. Signature

(The sender's full signature with name and designation comes at the end of a letter.)

[You have to leave one line gap between various elements.]

Business letters

-Making Enquiries/ Placing Orders

Enquiries are made when a buyer wishes to know the quality, price, availability of goods to be purchased or the terms of sale.

Letters of enquires describes what the writer wants and why. It is also written to request information. That information can be for job seekers, prices, college applications or any other services.

A letter of placing order is a contract of sale and purchase of goods or of services offered. Orders are considered to be one of the simplest types of direct requests.

While placing an order just state your needs clearly and directly. You must be sure to include complete and accurate information.

Qs. You are Sujata/Shirish, Physical education teacher of VVM Public School, Bageshwar. Write a letter to the Sales Manager of Bharat Sports Limited, Katyur Bazaar, Bageshwar placing an order for sports articles that you wish to purchase for your school.

Ans.

VVM Public School
Bageshwar

14 December, 2017

The Sales Manager
Bharat Sports Ltd.
Katyur Bazaar
Bageshwar

Subject: Order for sports articles

Sir

We wish to purchase following sports articles for our school. Kindly arrange to send them by the end of this month. Also please ensure that the sports articles sent are of the best quality and packed properly to avoid any damage. Payment shall be made soon after receiving the parcel of the goods.

S no.	Items	Quantity
1	Hockey Sticks	28 pieces
2	Footballs	12 pieces
3	Volley Balls	20 pieces
4	Volley Ball Nets	20 pieces
5	Badminton Rackets	20 pieces
6	Cricket Bats	10 pieces

Please supply them and deduct the permissible discount in the invoice.

Yours truly

Shirish
Physical Education Teacher

Letter of Complaint

Complaint letters are usually written to business firms, water supply boards, telecommunication boards, electricity boards, sewerage boards and several other organizations. Their purpose is to remind the people of these firms about their defective products or poor services. It is extremely important to provide all the details in your complaint letter as the information can be further used for verification.

The letter should demand immediate response, quicker decision or positive action in order to resolve the complaint as soon as possible. The message conveyed in the complaint letter should be direct and credible.

Qs. Write a letter to the Post Master, General Post Office, Pithoragarh complaining of late delivery of letters. You are Mohit/Mona of Takana, Pithoragarh.

Ans.

Friends Colony, Takana
Pithoragarh

11 November, 2017

The Post Master
General Post Office
Pithoragarh

Subject: Complaint regarding late delivery of letters

Sir

This is to bring to your kind notice that the beat postman of our area is not performing his duties well. He never delivers our letters, money orders, parcels etc. on time. He visits only once a week and delivers the letters of the whole week that day. As a result of his careless attitude towards duties, we often get deprived of the important information of marriage, death, etc. of our relatives and friends.

Several times people could not reach on time to attend the interview or join service due to the negligence on the part of the postman. We have repeatedly requested him to be regular and deliver the letter on time but he pays no heed to our requests.

I sincerely request you to personally enquire into the matter and take immediate action for the redressal of our grievances.

Yours faithfully

Mona
(A resident of Friends Colony)
Takana

Letter to the Editor

Newspapers, weeklies and magazines play an important role in shaping public opinion, public minds and decisions about many national and international issues because they have a large number of readers. Writing letters to the editors is a great way to engage with a topic you are passionate about and to influence public opinion. These letters are written to shape public opinion, to share information and ideas, to increase awareness, to advocate your cause or to start community conversation. It is a written way of talking to a newspaper or magazine. It takes a position for or against an issue or simply inform or both.

Qs. Write a letter to the Editor of "The Times of India", Delhi expressing your concern over the increase in the rate of road accident, rash driving and overcrowded road transport. You are Priya/Priyanshu living at B-47 Avas Vikas, Mayur Vihar, New Delhi.

Ans.

B-47 Avas Vikas

Mayur Vihar

New Delhi

13 November, 2017

The Editor

The Times of India

New Delhi

Subject: Increasing cases of road accidents, rash driving and overcrowding

Sir

Through the columns of your esteemed newspaper, I wish to express the anguish of the general public over the increasing number of road accidents, cases of rash driving and the problem of overcrowding in the buses.

The bus drivers have no regard for the traffic rules. They drive vary rash under the influence of liquors. They even jump the red light signals installed on the roads.

Still the private bus operators stop at unauthorized stops. The uncontrollable speed and race with other buses is the main cause of accidents. They even overtake the other buses for picking up more passengers. The conductors pack their buses to suffocation. As a result, ladies and old people are unable to get into the buses.

It requires stricter watch on the part of the traffic police. More traffic police should be employed to check the violations of the traffic rules. Proper road signals and road marks should be marked. The surprise check by traffic police in civil dress can play an effective role in booking the culprits.

Yours truly

Priyanshu

Job Applications

Job applications are usually written in reply to advertisements. They require a formal and precise treatment. Job application is an opportunity to highlight your most relevant qualifications and experiences enhancing your resume and increasing your chances of being called for an interview.

Qs. You are Nandini/Navin. You have seen an advertisement for the post of an English teacher in Rani Public School, Dehradun. Write a letter in response to the advertisement applying for the post. Give your detailed bio-data also.

Ans.

99 Rajpur Road
Dehradun

15 December, 2017

The Manager
Rani Public School
Dehradun

Subject: Application for the post of an English teacher

Sir

I would like to apply for the post of an English teacher that you have advertised in "Amar Ujala" of 10 December, 2017.

I have the required qualification. I was happy to note that you do not insist on experience.

If selected, this would be my first job. I am a sincere, honest and hardworking person. I am friendly and have good communication skills.

I am enclosing my bio-data for your kind perusal and favourable consideration.

Yours truly

Nandini

Encl.: Bio-data

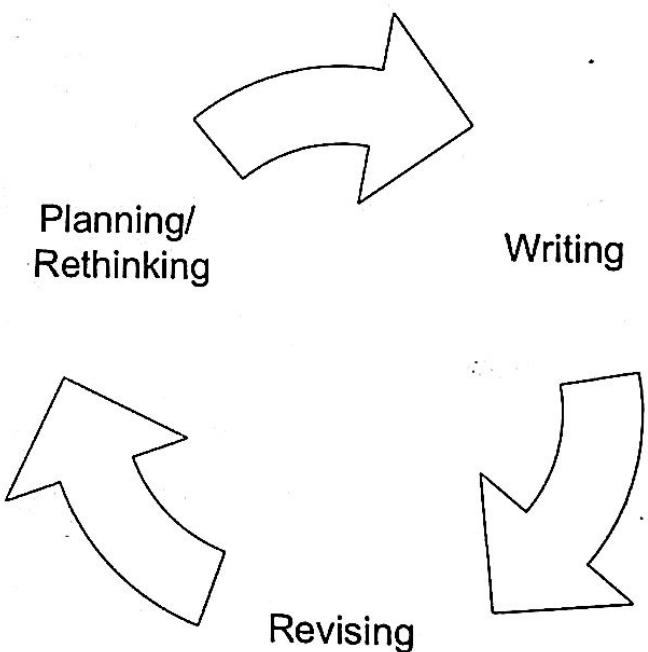
Bio-data

Name	:	Nandini
Father's name	:	Sh. V. K. Tiwari
Date of Birth	:	07 October, 1992
Sex	:	Female
Marital Status	:	Unmarried
Permanent Address	:	99 Rajpur Road, Dehradun
Educational Qualifications	:	

Examination	Board/ University	Subjects	Year	Division
High School	U K Board	Hindi, English, Math, Science, Social Science	2007	First
Intermediate	U K Board	Hindi, English, History, Economics, Political Science	2009	First
B.A.	Garhwal University	English, History, Economics	2012	First
M.A.	Garhwal University	English Literature	2014	First
B.Ed.	Garhwal University	All Compulsory Subjects	2016	Theory-First, Practical-First

Good Tech Writers Practice

- Planning
- Clarity
- Brevity
- Simplicity
- Word Choice
- Active Voice
- Committing to Writing as a Process



Planning: Before You Begin

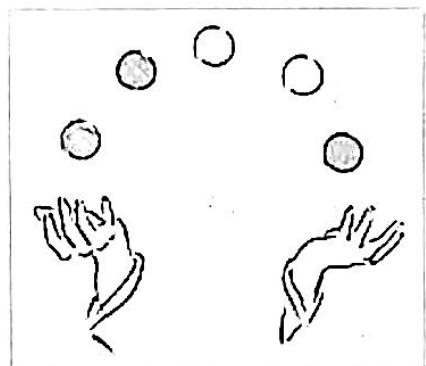
Identify your audience and their expectations

Know your purpose Know your material

Understand the writing task at hand

Organize your thoughts and materials

Budget adequate time to write, review, revise and edit



Clarity: Avoid Jargon

- Jargon: a vocabulary particular to a place of work (*abbreviations, slang*)
- **Audience familiarity** with the topic determines appropriate use of jargon

Ex. 1: For the first year, the links with SDPC and the HAC were not connected, and all required OCS input data were artificially loaded. Thus CATCH22 and MERWIN were not available.

Ex. 2: Because some of the links in the computer system were not connected the first year, we could not run all the software codes.

Clarity: Define the Unfamiliar

- If you must abbreviate, define the term in its first occurrence, and ***put abbreviations in parentheses***
 - Ex: Edgartown Great Pond (EGP) is a vital body of water. Unfortunately, due to an unpredictable influx of saltwater, the delicate ecosystem is in danger of destabilizing.
- ***Italicize first occurrence*** of unfamiliar terms and define them right away
 - Ex: *Retina* is a light-sensitive tissue, found at the back of the eye, that converts light impulses to nerve impulses.

Brevity: Use Words Efficiently

- ***Never use two words when one word will do.***

Ex. 1: The relationship between the nature of salt water to fresh water in the Edgartown Great Pond that fluctuates often is extremely important to everyone including scientists, residents, and environmentalists on Martha's Vineyard.

Ex. 2: The fluctuating salinity of EGP concerns many environmentalists, scientists, and residents.

Brevity: Most Important First

- Place ***key information in the main clause***

Ex. 1: Despite winning the game, the Patriots made several errors in the first half.

Ex. 2: Despite making several errors in the first half, the Patriots won the game.

Ex. 3: The Patriots won the game, despite making several errors in the first half.

Simplicity: Use Details Wisely

- Specific details are desirable, but be careful to ***balance detail with audience needs for clarity***—significance is more important.

Ex. 1: The average house in the area has a radon level of 0.4 picocuries per litre.

Ex. 2: The average house in the area has a radon level of 0.4 picocuries per litre, which is considered low by the EPA [Lafavore, 1987]. Levels between 20 and 200 picocuries per liter are considered high, and levels above 200 picocuries per liter are considered dangerous. For reference, the average radon level in outdoor air is about 0.2 picocuries per litre.

Simplicity: Use Details Wisely

- ***Many engineers want to provide as much specific detail as possible, but this can come at the expense of readers understanding and their main point***

Ex. 1: The number of particular hydrocarbon combinations in our study is enormous. For example, the number of possible $C_{20}H_{42}$ is 366,319 and the number of $C_{40}H_{82}$ is 62,491,178,805,831.

Ex. 2: The number of hydrocarbon combinations in our study is enormous. For example, the number of possible $C_{40}H_{82}$ is over 60 trillion.



Language: Abstraction

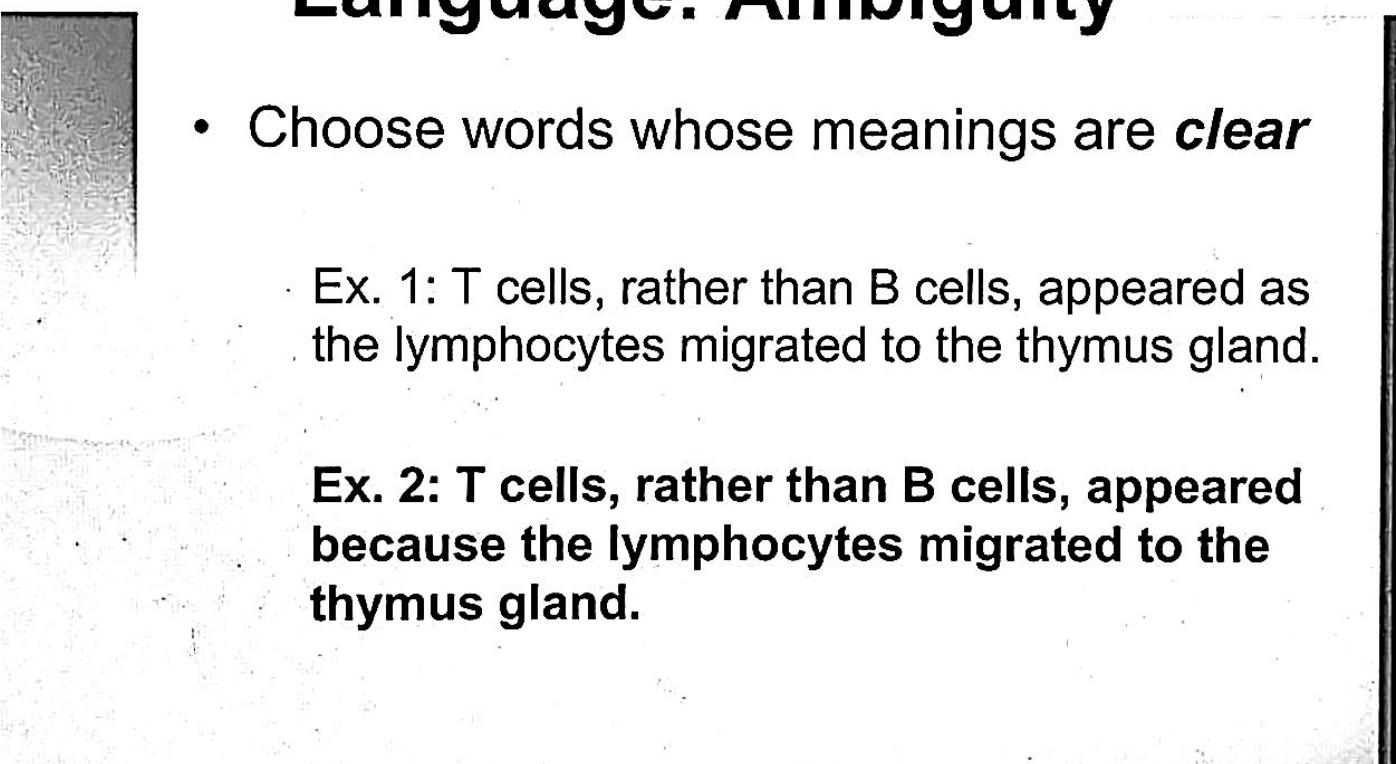
- ***Avoid too many abstract nouns***

Ex. 1: The existing nature of Mount St. Helens' volcanic ash spewage was handled through the applied use of computer modeling capabilities.

Ex. 2: With Cray computers, we modeled how much ash spewed from Mount St. Helens.

Language: Needless Words

(already) existing	never (before)
at (the) present (time)	none (at all)
(basic) fundamentals	now (at this time)
(completely) eliminate	period (of time)
(continue to) remain	(private) industry
currently (being)	(separate) entities
(currently) underway	start (out)
(empty) space	write (out)
had done (previously)	(still) persists
introduced (a new)	
mix (together)	



Language: Ambiguity

- Choose words whose meanings are **clear**

Ex. 1: T cells, rather than B cells, appeared as the lymphocytes migrated to the thymus gland.

Ex. 2: T cells, rather than B cells, appeared because the lymphocytes migrated to the thymus gland.

Language: Ambiguity

- *Order the words* in your sentences carefully

Ex. 1: In low water temperatures and high toxicity levels of oil, we tested how well the microorganisms survived.

Ex. 2: We tested how well the microorganisms survived in low water temperatures and high toxicity levels of oil.

Language: Ambiguity

- ***Do not overuse pronouns—particularly “it” and “this”—because it is often difficult to identify the antecedent***
 - Ex: Because the receiver presented the radiometer with a high-flux environment, it was mounted in a silver-plated stainless steel container.
 - Because the receiver presented the radiometer with a high-flux environment, it was mounted in a silver-plated stainless steel container.

Language: Weak vs. Strong

- **Avoid too many “to be” verbs**
“is” “was” “were” “has been” “have been”
- **Avoid excess words**, which slow comprehension of the main point

made arrangements for	arranged
made the decision	decided
made the measurement of	measured
performed the development of	developed
is working as expected	works as expected

Active Voice: Strong Verbs

- Technical writers want to communicate as efficiently as possible, and **active voice is more straightforward** and is stronger than passive voice

Ex 1: The feedthrough was composed of a sapphire optical fiber, which was pressed against the pyrotechnic that was used to confine the charge.

Ex 2: The feedthrough contained a sapphire optical fiber, which pressed against the pyrotechnic that contained the charge.

Active Voice: Natural Sound

- When in doubt, ***read passages out loud*** to determine the natural sound*

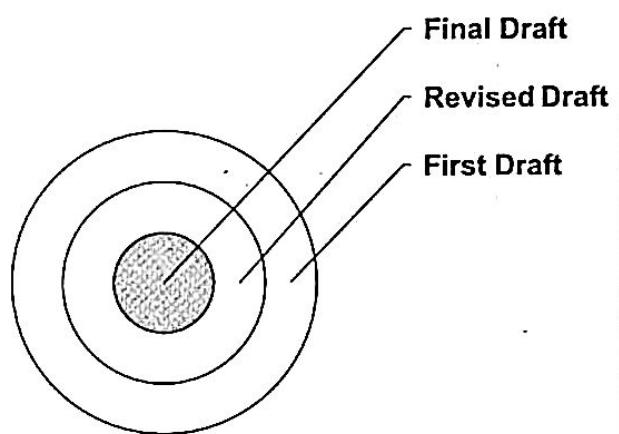
Ex 1: A new process for eliminating nitrogen oxides from diesel exhaust engines is presented. Flow tube experiments to test this process are discussed. A chemical reaction scheme to account for this process is proposed.

Ex 2: We present a new process for eliminating nitrogen oxides from the exhaust of diesel engines. To test this process, we performed experiments in flow tubes. To explain this process, we developed a scheme of chemical reactions.

*always defer to your professor, your journal, or your company style guide for use of "I" and "we" in technical papers 21

Writing Is a Process

- Good writing doesn't happen overnight; *it requires planning, drafting, rereading, revising, and editing.*
- Learning and improvement requires *self-review, peer-review, subject-matter expert feedback, and practice.*
- There are *no shortcuts*; practice makes perfect!



To summarize

- ***Plan your project before*** you begin drafting.
- ***Understand basic qualities of good technical writing;*** use the examples presented to guide you in your writing and revising process.
- ***Good writing is a habit that takes time to develop;*** practice makes perfect.