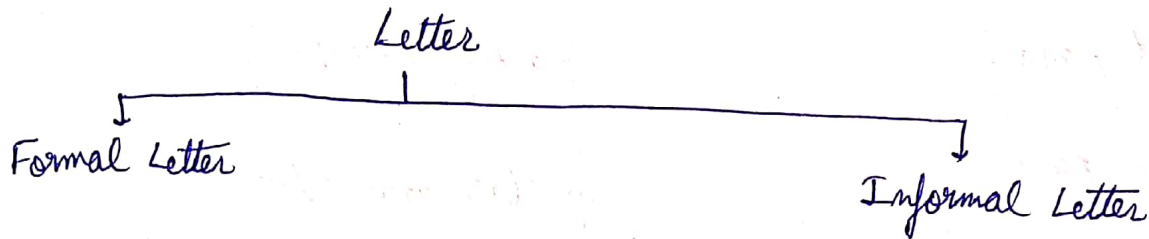
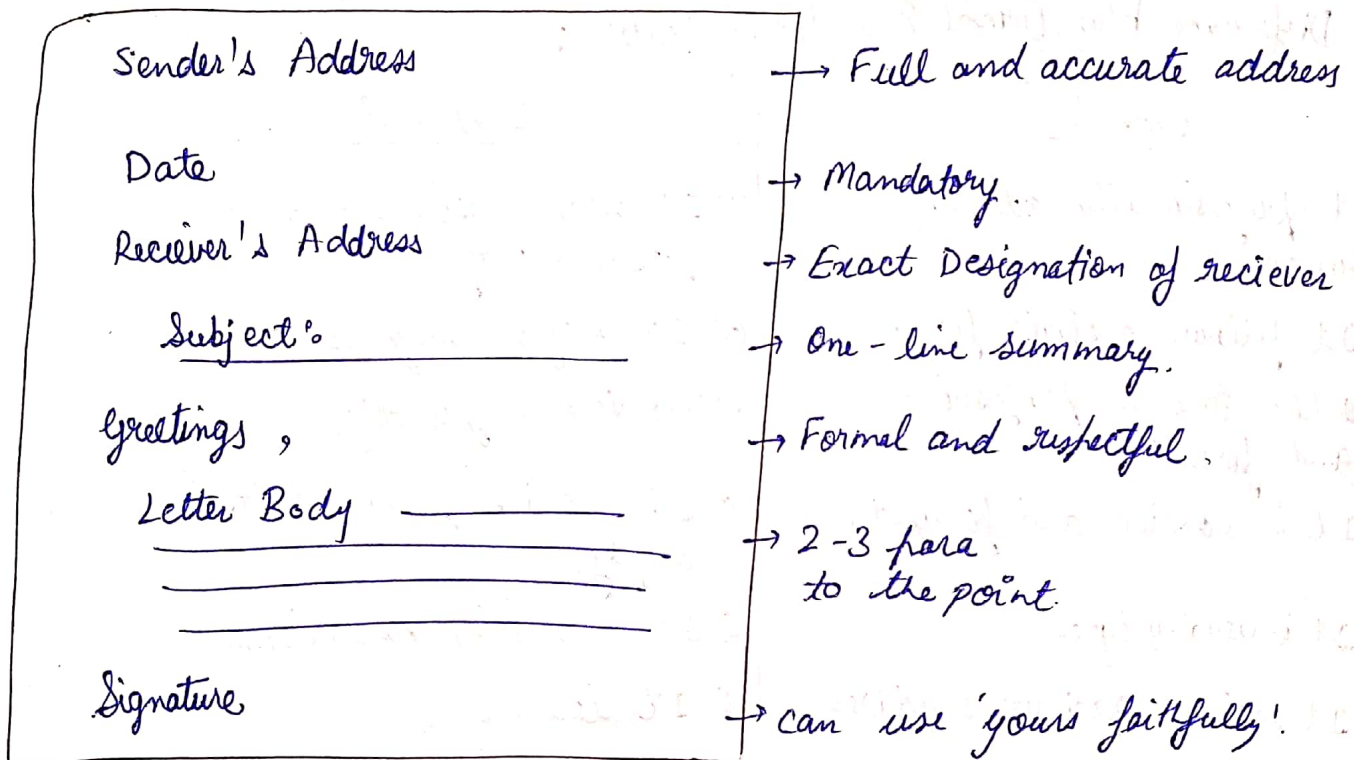


Letter Writing: Letter is a type of written communication that can be written by hand or printed on a paper. It is a ^{verb} discussion between two people, written usually sent through mail.



Formal Letter: while writing a formal letter, it is mandatory to stick to the format and follow a professional tone.

Format:



Informal Letter: while writing an informal letter, there is no such format ~~at~~ but it is advised to follow a usual pattern.

It is written to family members, friends, relatives, etc.

Format:

Address	→ complete and accurate.
Date	→ Mandatory & expanded format.
Salutation,	→ can use 'dear - '
First para —	→ asking well being
Second para —	→ state your affairs
Third para —	→ summarize the message
Signature	→ can use phrases like Kindly, Lots of Love, etc.

Difference b/w Formal & Informal Letters:

Formal

- ① It professionally address someone.
- ② It follows a strict format.
- ③ The tone is professional and formal.
- ④ It is concise and focused.
- ⑤ It is usually typed.
- ⑥ It includes receiver's address
- ⑦ No longer than one page

Informal

- ① It address someone in a personal way.
- ② It may or may not.
- ③ The tone is friendly.
- ④ It contains fillers and it is lengthy.
- ⑤ It is usually handwritten.
- ⑥ It does not.
- ⑦ It can be longer also.

Tips for writing letters:

- ① Know your reader
- ② Choose right format.
- ③ Be concise (short & simple)
- ④ Proof read before sending (look for grammatical errors)

Business Letter: A letter that contains business related information are called business letter.

Through this letter, business person exchange business related information among them.

Essentials of business letter:

- ① open, friendly and honest wording
- ② polite, courteous and firm.
- ③ Add words like please, thank you, etc.

Job Application Letter: Job application letter is the content that accompanies your resume when applying for a job.

A job application highlights your interest and reason for applying for the job in a short and crisp manner.

A well written job-application letter makes your profile stand out and increases your chances to get selected for the job.

Also known as cover letter.

Format:

Subject Line

Salutation

Introduction _____

Second para _____

Closing para _____

→ catchy, brief, to the point informs about the job.

→ address by their name.

→ job role you're interested in & how you found about it

→ highlight qualifications, skills, experiences, achievements relevant to the job applied for.

→ Express that you are eager to meet and discuss the job further. End with a call to action.

Tips for writing job application letter:

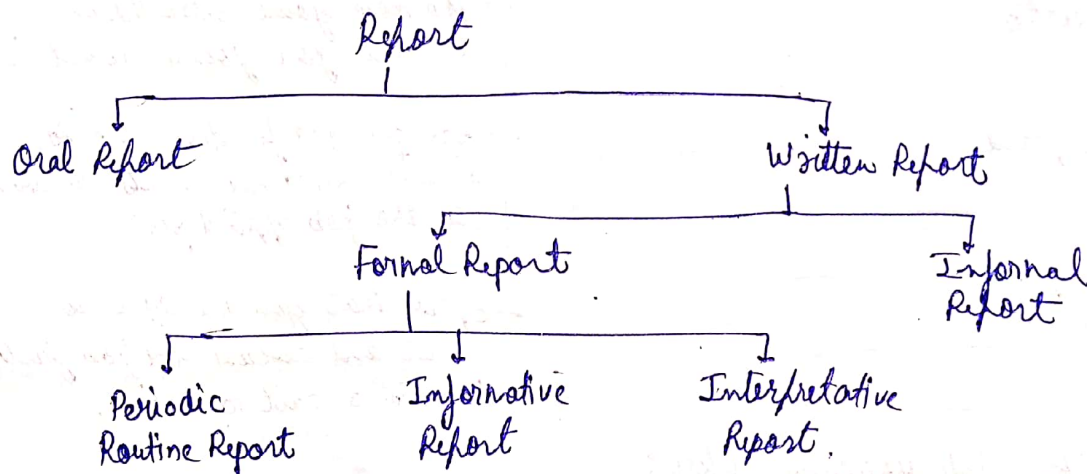
- ① Apply early
- ② Keep it short and sweet
- ③ Proof read for mistakes
- ④ Keep it original
- ⑤ Match it well with the job interested
- ⑥ Share contact details.
- ⑦ Use professional email address.

Stylistic Faults in letter writing:

- ① Don't capitalize articles such as 'the', 'and', etc.
- ② Don't put double spaces b/w sentences.
- ③ Don't use more (or less) than three periods for an ellipsis.
- ④ Don't use 'less' when you mean 'fewer'.
- ⑤ Don't forget comma when joining independent clauses.
- ⑥ Don't hyphenate '-ly' adverbs.
- ⑦ Don't forget proper placement for ending punctuation within quotation marks.
- ⑧ Don't use comma for lists with multiple adjectives or descriptive phrases.
- ⑨ Don't precede an action beat with a comma.
- ⑩ Don't capitalize a person's title unless using it in place of a name.

Report Writing: A report is an oral or written account of something that one has observed, heard, done or investigated.
It is a systematic and well-organised presentation of facts and findings of an event that has already taken place somewhere.

Types of Report:



i) Periodic / Routine Reports: These are prepared and presented at regular intervals in the usual routine of business. They may be presented annually, half-yearly, quarterly, monthly, weekly, daily, hourly..

ii) Informative Report: If report merely presents facts pertinent to issue or situation, it is informative.

It contains only data collected or facts observed in an organised form which is required by management to take decisions.

iii) Interpretative Report: Like an informative report, it contains facts but it also include an evaluation or interpretation or analysis of data and reporter's conclusions. They may have recommendation of action.

Characteristics of a good report structure:

- ① Clear structure → clear objective/ideas.
- ② Selectivity → careful choice of words.
- ③ Objectivity → be objective not subjective.
- ④ Accuracy → accurate factual data
- ⑤ Clarity → avoid misinterpretation
- ⑥ Simplicity → avoid jargons
- ⑦ Section and sub-section
- ⑧ Heading & sub-headings → heading is atleast a sentence.
- ⑨ Conclusion → key issues and suggestions.
- ⑩ Sensitivity → follow ethics.

Structure of a Report:

- ① Title Page
- ② Acknowledgement
- ③ Table of Contents
- ④ Executive Summary (Abstract)
- ⑤ Introduction
- ⑥ Body of the report
- ⑦ Conclusion
- ⑧ ~~Recommendation~~ Recommendation (if any)
- ⑨ Abbreviations
- ⑩ References / Bibliography / Webliography
for giving credits Books referred websites referred.

Terms of Reference: TOR define the purpose and structures of the project, committee, meeting, negotiation, report or any similar connection of people who have agreed to work together to accomplish a shared goal.

TOR show how the object in question will be defined, developed and verified.

They should also provide a documented basis for making future decisions and for confirming or developing a common understanding of scope among stakeholders.

They define the →

- Vision, objectives, scope and deliverables. (what has to be achieved)
- Stakeholders, roles and responsibilities (who will take part in it)
- resource, financial and quality plans (how it will be achieved)
- work breakdown structure and schedule (when it will be achieved)

TOR's should include → success factors, risks and constraints.

Technical Proposal: A technical proposal is a document that contains an introduction to the product, an explanation of how it will help address the recipient's problem, the company's execution or plan, the technical details of the deal.

This type of proposal should be brief, and it should explain the complex product in simple terms.

Elements of a technical proposal:

- ① Introduction
- ② Abstract
- ③ Table of Contents
- ④ Background of Problem
- ⑤ Approach to the problem
- ⑥ Procedure
- ⑦ Impact of the product.
- ⑧ Conclusion
- ⑨ Nomenclature
- ⑩ References
- ⑪ Appendix.

Drafting of Technical Proposal:

- ① Prepare your proposal's introduction well.
 - Give an inspiring message
 - gives an overview of the product.
- ② Background information of the issue
 - necessity of the product.
- ③ Project benefits and feasibility.
 - critical to 'sell' the product to audience.
- ④ Proposed task description.
 - result of product. → 10 to 20 pages.
- ⑤ Schedule.
 - Product completion data
 - significant milestones
 - due dates in case of long termed product.
- ⑥ Resources, costs.
 - details of the cost of the product.
- ⑦ Conclusion
 - remind the pros of the product.

Curriculum Vitae: A CV is simply "the course of your life"

It is an in-depth document that describes your career journey step-by-step, including all sorts of personal information.

→ It is a comprehensive description of everything you accomplish.

① Academically

② Professionally

→ Update your CV after every accomplishment.

→ It normally ranges from 2 to 8 pages. There is no thumb rule for the length of a CV.

A CV includes →

① Full Name

② Contact info

③ Professional Title

④ Research interests

⑤ Education

⑥ Publication

⑦ Conferences & Courses

⑧ Skills

⑨ Certificates

⑩ Languages

⑪ Grant of fellowship

⑫ References

Format :

Full Name
Professional Title
Brief ~~Title~~ Description

Contact Info

Research Interests

Education

- ① Degree
College Name
Year of passing
Research Area
- ② Degree
College Name
Year of Passing
Research Area

Publications

Books

Title
Author(s)
Year of publication

Academic Articles

Title
Author(s)
Year of publishing

Conferences & Courses

Title
Year

Title
Year

Title
Year

Teaching Experiences

~~Ed~~ Post
College/Institution
Year

Work Experiences

Title/Post
College/Institution
Date/Year
Achievements/Impact

Certificates

Title
Date of Issue

Volunteer Experience

Title/Post
Date
Task
Achievements

General Skills

Languages Proficiency

Resume: A resume is a short, crisp, and to the point document created for the purpose of applying to a specific job.

→ In resume, we only mention the aspects of work experiences and skills that are relevant to the job we are applying for.

→ It is generally single page.

Resume contains →

- ① Full Name
- ② Job title, or position applying for
- ③ Contact information
- ④ Resume Summary
- ⑤ Work Experience
- ⑥ Education
- ⑦ Relevant Skills
- ⑧ Language Proficiency
- ⑨ Relevant Certifications & Interests.

Differences b/w CV and Resume :

<u>Basis for Comparison</u>	<u>CV</u>	<u>Resume</u>
① Type of Document	Comprehensive	Concise
② Length	20 to 20 pages	1 to 2 pages
③ References	Included	Not Included
④ Oriented towards	Academic qualification	Non-academic qualification
⑤ When to use	Applying for academic position, academic position advanced research, fellowship, etc.	Applying for job, and internship or taking part in job fair, etc.
⑥ Modification	No, same for all jobs	Yes, can be modified according to job.
⑦ Stresses on	Expertise	Contribution
⑧ Education	At the top of CV	Mentioned after experience.