What is Letter Writing?

A letter is a type of written communication that can be written by hand or printed on paper. Although it is not required, it is frequently conveyed to the receiver via mail or post in an envelope. A letter, or a written discussion between two parties, is any such message that is sent through the mail.

The art of letter writing has taken a backseat now that E-mails (Advantages and Disadvantages), SMS, and other means of communication have become the norm. However, letters are still used for a lot of our communication, especially official communication. Letters are still a crucial means of communication, whether it's a cover letter for a job, a bank reminder, or a college acceptance letter. This is why it is critical that we understand the nuances of letter writing.

Why is it Important to Know How to Write a Letter?

Everyone needs to know how to write a letter, whether it's for professional or personal reasons. These letters may be short, informal emails at times. They'll be well polished for corporate correspondence at other times. Today, printed letters are commonly used for professional or commercial communications, therefore knowing how to compose a letter for professional purposes is essential. It's especially vital to write a letter appropriately if you're sending a printed copy to the recipient rather than an email.

How to Write a Letter?: Step-by-Step Guide

The following are the general guidelines for writing a letter:

Choose the right type of paper.

You should type and print your letter on plain white paper. You may wish to print on nice resume paper depending on the circumstances for example, if you're sending a letter of reference or a cover letter with your resume. If you're writing a business letter on behalf of your company, it's a good idea to use company letterhead.

Use the font and format

Your letter should be typed and printed on plain white paper. Depending on the circumstances—for example, if you're sending a letter of reference or a cover letter with your resume—you might want to print on excellent resume paper. It's a good idea to utilize company letterhead when sending a business letter on behalf of your company.

Sender's address

To begin, write your complete address in the upper left-hand corner, including your entire name, street address, city, state, and zip code. Learn how to write an address properly if you're not comfortable with it.

Dateline

Specify the date by skipping a line. Use the date you're writing the letter.

Recipient's address

Place the recipient's entire address after skipping a line. The firm name, the recipient's name and title, and the postal address must all be included in a professional letter. There's no reason to mention the firm name or job position in an informal, personal letter.

Greeting/salutation

To put the welcome, skip one more line. This is referred to as salutation. In a formal letter, you say "Dear Mr./Ms./Mrs. Last Name:" After the greeting, formal letters require a colon, whereas informal ones demand a comma. It's acceptable to use the recipient's first name followed by a comma in an informal letter.

Body of letter

Start the letter by skipping a line. Separate your thoughts into paragraphs in the body of your letter. You should never write a large block of text in one sitting. Begin a new paragraph for each new collection of thoughts or ideas. Between paragraphs, leave a blank line.

Complimentary close

To incorporate a complimentary close, skip one of your final lines. "Sincerely," "Yours truly," "Regards," or something similar can be used as a closure. Whether the letter is official or casual, a comma should always follow the word or phrase you choose to close it.

Signature text

Skip three lines (where your handwritten signature will be inserted) and input your entire name. On the next line of a formal letter, you should also add your job title.

Type of Letter

Here are the different types of letters:

- Chain letter
- Letters patent

- Audio letter
- Cover letter
- Recommendation letter and the closely related employment reference letter
- Letter of credence
- Crossed letter
- Informal letter
- Poison pen letter
- Hate mail
- Business letter
- Form letter
- Letter of intent
- Hybrid mail (semi-electronic delivery)
- Letter of thanks
- Dear John letter
- Love letter
- Cease and desist letter
- Complaint letter
- Query letter
- Letter of resignation
- Letter to the editor
- National Letter of Intent
- Open letter
- Letter of introduction
- Letter of marque
- Epistle

What Type of Letter Should You Write?

In this game, there are no hard and fast rules. You'll want to employ a different letter-writing structure depending on who you're writing to. The greatest choice is usually casual discussion with a friend or close relative. There are many different types of letters that can be written for a close family or acquaintance. Here are a few examples:

- Handwritten letters
- Emailed letters
- Typed social media messages

In this game, there are no hard and fast rules. You'll want to employ a different letter-writing structure depending on who you're writing to. The greatest choice is usually casual discussion with a friend or close relative. There are many different types of letters that can be written for a close family or acquaintance. Here are a few examples:

- Cover letters
- Letters of intent

- Value proposition letters
- Business memorandum letters
- Promotion letters
- Reference letters
- Resignation letters
- Thank-you letters

What is a Formal and Informal Letter?

Let us have a look at some significant differences between formal and informal types of letters:

FORMAL LETTER	INFORMAL LETTER
It is written for professional or business purposes	It is usually drafted for personal purposes
Completely formal writing tone is used	Casual and emotional writing style is common in this type of le writing
It should be precise and to the point	Informal letters can be lengthy
Example– Clients, College or Institute	**Example**– Relatives or Friends

Types of Letter Writing

Let us talk about the **different types of Letter Writing** in a broader spectrum of formal and informal letters. Let us check some of the types of letter writing other than a formal and informal letter:

- **Business Letter:** This letter is written for business purposes containing information like quotations, orders, claims, complaints, letters for collection, etc. These letters are extremely formal and follow a proper structure
- **Official Letter:** This letter is written to inform offices, branches, subordinates. These are for official information like rules, regulations, events, procedures, etc
- **Social Letter:** A social letter is a personal letter written on the occasion of a special event. This includes invitation, congratulatory letter, condolence letter, etc
- **Circular Letter:** A circular letter announces information to a large number of people. The letter is circulated to a large group to share information on change of address, change in management, the retirement of a partner etc.
- **Employment Letter:** It is the type of letters that are written for employment process like joining letter, promotion letter, application letter, etc

Formal Letter Writing

While writing a formal letter, it is mandatory to stick to the format and follow a subtle and professional tone as these letters are written for official purposes and contain a professional issue to talk about. Following is a **format** of formal letter writing:

- **Sender's Address**: Mention the complete and accurate sender's address in the top left section.
- **Date:** It is mandatory to put in the date just below the address.
- **Reciever's Address:** The appropriate address of the receiver has to be mentioned in the similar order of sender's with the exact designation of the concerned person.
- **Subject:** Subject is basically a one-line summary of the issue that is mentioned in the letter. It should be written very briefly within one line.
- **Greetings:** Keeping in mind that it is a formal letter, the salutation must be formal and respectful. You can use Sir or Madam in this case.
- **Letter Body:** It is the most important part of the letter. You can divide the content into two or three paragraphs as per the details. It should be formal and to the point.
- **Signature:** While closing the letter, you can use 'Yours Faithfully' and then mention your name in the end.

Informal Letter Writing

As such, there is no strict format for writing an informal letter but it is advised to follow the usual pattern. As mentioned above, an informal letter is written to friends, relatives, classmates, etc. If you want to learn and score well in your English exam, here is a general pattern of informal letter writing that you can follow:

- **Address**: Begin the letter by writing your address on the left-hand side of the sheet. It is mandatory to mention the address so that the receiver can reply back and it is written on the top left.
- **Date:** Immediately after the address, the date has to be written. It is compulsory to write and it should be in an expanded format.
- **Salutation:** Be it informal or formal letter writing, you should greet the person you are writing the letter to. For example, if you are writing a letter to your friend then, you can use *'Dear Kaysha'*.
- **First Paragraph**: Since it is the introductory paragraph, you can start by asking about their well being in a lighter and casual tone.
- **Second Paragraph:** This is the main body where you can state your affairs. You can use a friendly tone for friends but if you are writing to an elderly relative, the tone should be polite and subtle.
- **Third Paragraph:** It is the last paragraph where you have to summarise the message you wanted to convey through the letter. Conclude it with a goodbye message followed by a short statement mentioning that you await the reply.
- **Signature:** While signing off, you can use a phrase like Best, Kindly, Lots of Love, etc.

Tips on How to Write a Letter

A well-written letter can ensure that you pass the right information to people. For every letter, the method changes. But there are a few things you must know about:

- You must identify the type of letter you are writing
- Ensure that the letter has a proper introduction and conclusion
- Establish the intent of the letter
- Be conscious of the language you use. It changes as per the type of letter you write
- The length of the letter should be optimal. Not too long for the reader to get bored or too short that you are unable to share the information itself
- **Commercial Letter/Business Letter**
- The letter that contains business related information is called commercial letter or business letter. Through this letter, businesspersons exchange business related information among them. Such letters are written to various business firms, business associations, government, banks, customers, suppliers, employees etc
- There are three main styles of business letter: **block, modified block, and semi-block styles**. Each is written in much the same way, including the same information, but the layout varies slightly for each one.
- **Essentials for business letter**
- A writer must always use **open, friendly, and honest wording** in his letter. The letter must sound polite, courteous and firm. The letter should also sound convincing the must have a polite tone. One must always add the words like please, thank you, etc.

Job Application Letter
Application letter should detail your specific qualifications for the position and the skills you would bring to the employer. Your job application letter is an opportunity to highlight your most relevant qualifications and experiences. An effective cover letter will enhance your application and increase your chances of landing an interview.

What is an Application Letter?

A **letter of application**, also known as a cover letter, is a document sent with your resume to provide additional information about your skills and experience to an

employer. The letter of application is intended to provide detailed information on why you are are a qualified candidate for the job.

Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills.

Your application letter should let the employer know what position you are applying for, what makes you a strong candidate, why they should select you for an interview, and how you will follow up

What to Include in Your Cover Letter

As with all cover letters, a job application letter is divided into sections:[1]

- The heading, which includes your name and contact information.
- A greeting addressed to a specific person, if possible.
- The introduction, which should include why the applicant is writing.
- The body, which discusses your relevant qualifications.
- The close, which thanks the reader and provides contact information and follow-up details.
- Your signature to end the letter.

Tips for Writing a Cover Letter

A cover letter can either help or harm you. To ensure that your application supports rather than detracts from your resume, follow these tips:

Get off to a direct start: In your first paragraph, explain why you are writing. Mention the job title and company name, and also where you came across the job listing. While you can also briefly mention why you are a strong candidate, this section should be short and to-the-point.

Offer something different than what's in your resume: You can make your language a bit more personal than in your resume bullet points, and you can tell a narrative about your work experience and career.

It's rare to send an application letter without also sending a resume. Your application letter, therefore, should highlight information that your resume doesn't.

Make a good case. Your first goal with this letter is to progress to the next step: an interview. Your overarching goal, of course, is to get a job offer. Use your application

letter to further both of these causes. Offer details about your experience and background that show why you are a good candidate. How have other jobs prepared you for the position? What would you bring to the position, and to the company? Use this space to emphasize your strengths.

Close with all the important details. Include a thank you at the end of your letter. You can also share your contact information. If you'd like, mention how you will follow up.

Sample

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume, and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have successfully designed, developed, and supported live-use applications.
- I strive continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

Resume

Resume: An Overview

A resume is a formal document that a job applicant creates to itemize their qualifications for a position. A resume is usually accompanied by a customized [cover letter](#) in which the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the resume.

Understanding the Resume

A resume is almost always required for applicants to office jobs. They are the first step taken by corporate recruiters and hiring managers to identify candidates who might be invited to interview for a position.

Successful resumes highlight specific accomplishments applicants have achieved in former positions, such as cutting costs, transcending sales goals, increasing profits, and building out teams.

Whatever the format, most resumes include a brief summary of skills and experience, followed by a bullet list of previous jobs in reverse chronological order and a list of degrees earned. A final section might be added to highlight specific skills, such as fluency in a foreign language, knowledge of computer languages, professionally useful hobbies, professional affiliations, and any honors achieved.

Brevity, a clean layout, and succinct language all are prized. People who have to sort through hundreds of resumes have short attention spans.

The Resume Heading

The heading on the resume should include not only your name, email address, and mobile phone number but your address on LinkedIn or another professional community and the address of your website or blog if you have one.

What is a CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. Alongside your CV employers also usually ask for a cover letter.

In the USA and Canada CVs are known as résumés. These documents tend to be more concise and follow no particular formatting rules.

How long should a CV be?

A standard CV in the UK should be no longer than two sides of A4. Take a look at our example of a chronological CV for inspiration.

That said one size doesn't fit all. For example, a school leaver or recent graduate with minimal experience may only need to use one side of A4. Although not used as often, a three-page CV might be needed for those in high-level roles or for people who have gained a lot of experience or worked in multiple jobs over the last five to ten years. For example, some medical or academic CVs may be longer depending on your experience. While it's important to keep your CV concise you should also avoid selling your experience short.

To save space only include the main points of your education and experience. Stick to relevant information and don't repeat what you've said in your cover letter. If you're struggling to edit your CV ask yourself if certain information sells you. If it doesn't cut it out. If it's not relevant to the job you're applying for delete it and if it's old detail from ten years ago summarise it.

What to include in a CV

- **Contact details** - Include your full name, home address, mobile number and email address. Your date of birth is irrelevant and unless you're applying for an acting or modelling job you don't need to include a photograph.
- **Profile** - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of a CV it picks out a few relevant achievements and skills, while expressing your career aims. A good CV profile focuses on the sector you're applying to, as your cover letter will be job-specific. Keep CV personal statements short and snappy - 100 words is the perfect length. Discover how to write a personal statement for your CV.
- **Education** - List and date all previous education, including professional qualifications. Place the most recent first. Include qualification type/grades, and the dates. Mention specific modules only where relevant.
- **Work experience** - List your work experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. Include your job title, the name of the company, how long you were with the organisation and key responsibilities. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims at interview. If you've got lots of job-specific skills you should do a skills-based CV.
- **Interests** - 'Socialising', 'going to the cinema' and 'reading' aren't going to catch a recruiters attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. Examples include writing your own blog or community newsletters if you want to be a journalist, being part of a drama group if you're looking to get into sales and your involvement in climate change activism if you'd like an environmental job. If you don't have any relevant hobbies or interests leave this section out.
- **References** - You don't need to provide the names of referees at this stage. You can say 'references available upon request' but most employers would assume this to be the case so if you're stuck for space you can leave this out.

Stylistic mistakes in letter writing

10 Stylistic Mistakes

1. Don't Capitalize Articles Such as "the" and "and"

Articles (such "the," "an," and "a") should not be capitalized in a title, except at the beginning.

This: *Summer of **the** Gorgola Monster, One Heck of **a** Scary Beast*

Not This: *Summer of **The** Gorgola Monster, One Heck of **A** Scary Beast*

2. Don't Put Double Spaces Between Sentences

No need to put two spaces between sentences. This "rule" is a holdover from the days of the typewriter. Modern word processors automatically adjust the spacing between words, so it's no longer correct to include the extra space.

This: The Gorgola Monster rose from the deep. He shook himself dry and roared.

Not This: The Gorgola Monster rose from the deep. He shook himself dry and roared.

3. Don't Use More (or Less) Than Three Periods for an Ellipsis

An ellipsis is always three periods.

This: "I don't know**…**" she trailed off.

Not this: "I don't know**…….**" she trailed off.

4. Don't Use "Less" When You Mean "Fewer"

Use "fewer" to indicate things that can be counted and "less" to indicate things that cannot be counted.

This: I realized we had **fewer** flowers and **less** flour than before the Gorgola's attack.

Not this: I realized we had **less** flowers and **fewer** flour than before the Gorgola's attack.

5. Don't Forget the Comma When Joining Independent Clauses

Use a comma to separate independent clauses.

This: The Gorgola roared and charged**, and** I screamed like a baby and ran like a duck.

Not this: The Gorgola roared and charged **and** I screamed like a baby and ran like a duck.

6. Don't Hyphenate "-Ly" Adverbs

It is incorrect to connect a pair of modifiers with a hyphen <u>when the first modifier is an adverb ending in "ly."</u>

This: The **perfectly toned** game warden refused to shoot the Gorgola, even when it bit my arm.

Not this: The **perfectly-toned** game warden refused to shoot the Gorgola, even when it bit my arm.

7. Don't Forget the Proper Placement for Ending Punctuation Within Quotation Marks

Commas and periods always go inside quotation marks; colons and semi-colons go outside.

This: The warden said the Gorgola was "endangered**";** I said I was obviously the only one in "danger**."**

Not this: The warden said the Gorgola was "endangered**;"** I said I was obviously the only one in "danger**".**

8. Don't Use Commas for Lists With Multiple Adjectives or Descriptive Phrases

Use a semi-colon to divide items in a list when one or more of those items contains a comma.

This: I made an inventory: one bite mark**;** two yellow, size small sneakers**;** three crushed flowers.

Not this: I made an inventory: one bite mark**,** two yellow**,** size small sneakers**,** three crushed flowers.

9. Don't Precede an Action Beat With a Comma

Unless the <u>action beat</u> interrupts a dialogue sentence or unless you're following the dialogue with <u>a speaker tag</u> (he said/she said), don't end dialogue with a comma.

This: "You're useless**."** I stomped away from the warden.

Not this: "You're useless**,"** I stomped away from the warden.

10. Don't Capitalize a Person's Title Unless Using It in Place of a Name

Titles (such as "mom" or "dad") should only be capitalized when used as a direct replacement for a name.

This: I called my **d**ad and asked to talk to **M**om about the best way to deter a Gorgola from a campsite.

Not this: I called my **D**ad and asked to talk to **m**om about the best way to deter a Gorgola from a campsite.

REPORT WRITING:

Every organisation has a routine practice of reporting on the progress and the status of different activities for taking sound business decisions.

Reports may be written by an individual or an organized body,e.g. a Committee or Sub- committee or Board of Inquiry, at regular intervals either on usual routine or on special occasions after a special inquiry conducted by them as per the directions of their superiors.

Reports are often submitted by the managers, secretaries, accountants, chief executives and experts in certain fields are often required to submit reports on important issues like decline in sales, the suitability of some premises, the reorganisation of office, the chances of variation in profits, the desirability of setting up a new branch, etc.

Meaning of Report:

A report is a logical presentation of facts and information. It is self-explanatory statement which provides information to management for decision making and follows up actions. Report is a systematic presentation of established facts about a specific event/subject and is a summary of findings and recommendations about a particular matter/problem.

Definition:

According to **Oxford English Dictionary** a report is defined as "an account given on a particular matter, especially in the form of an official document, after thorough investigation or consideration by an appointed person or body". Example "the chairman's annual report".

Types of Report:

Reports may be 1. Routine Reports 2. Special Reports 3.Formal Reports and 4. Informal Reports.

1. Routine Reports:

Routine reports are prepared periodically by filling the printed forms, to convey information about the progress or status of work. They are submitted at regular intervals or soon after the completion of the task. Following are routine reports.

a. Progress Report: This report gives information about the progress of a project or a task which is in the process of being completed, such as construction of a building or manufacture of products.

b. Inspection Report: It is submitted as soon as inspection is carried out. It is necessary for finding out any irregularities or changes from standard practice, in day-to-day work. Example internal audit report submitted by an internal auditor.

c. Performance Appraisal: It is meant for measuring and recording the performance of an employee. Every supervisor has to fill an assessment report for

each of the subordinates annually to evaluate the performance of individual employees. It also gives feedback to the employees on their performance.

d. Periodical Report: This is prepared by departmental heads at regular intervals on the working of a section or a department to measure the efficient functioning of each department.

2. Special Reports:

Special reports are prepared when a special situation or problem arises. An individual or a committee of persons, who have knowledge and understanding in the field, is appointed to investigate and study a specific problem, collect relevant information, and make suggestions to help the management for decision making. Following are some of the special reports prepared in the organisation.

a. First information Report (F.I.R.): This report is required when there are sudden accidents occurs like fire accident, building collapse, robbery etc. It is prepared by the person in charge on the spot, and submitted to higher authorities for their deliberation. For example report prepared by the branch manager about fire accident occurs in branch office to Regional Office or Head Office for immediate action. The report has to give all the information which is available immediately after the incident occurs such as nature of loss, extent of destruction, time of accident etc.,

b. Investigation Report: It is prepared after making a thorough inquiry on some specific situations. An investigation is made when there is a problem and the management needs to find out the causes of the problem, and also the suggestions for solving it. Example, reports on falling sales, declining deposits in a bank, many customer complaints, losses in a branch, etc.,

c. Feasibility or Survey Report: This report is prepared when an organisation intends to launch a new product in the market, introduce a new service, or make any major changes that may affect the company's customers.

d. Project Report: This is written after the initial survey has been completed on the research project. It describes the proposal as project to be completed in future by showing the cash flow and expected results. It is used for planning and also for convincing others, especially sanctioning and funding authorities like government departments and banks.

3. Formal Reports:

A formal report is prepared in the prescribed or standard form and is presented according to the established procedure and through the proper channel. Reports submitted by officials or committees of organised bodies (e.g., Companies, Co-operative Societies, Local Bodies, etc.) are usually formal reports. It may be Statutory Report or Non-statutory Report.

a. Statutory Report: Statutory report is one which is prepared by secretary or directory or auditor under the provisions of specific law. E.g., Auditors Report, Directors Report, Inspection committee Report Etc.,

b. Non-Statutory Report: Non- statutory reports are those which are not required under the provisions of any law, but have to be prepared to help top managers for the efficient control and organisations of the business.

4. Informal Reports:

Informal reports, on the other hand, do not follow any prescribed form or procedure. It is usually takes the form of a person-to person communication and may even be set up in the letter form.

Layout Of Report/ Parts of a report

Lay out of the report deals with arrangement and presentation of information in the report. The main purpose of report is to help the receiver to identify the facts relating to the subject under study, draw his own conclusions and take suitable action based on the conclusions and recommendations. In order to achieve its purpose the report must not only be clear, concise and logical but must also be drafted according to a recognised form and arrangement.

It is however, difficult to lay down a specific set of rules for preparation of reports. Except statutory report, the nature, length and style of a report must vary with the circumstances of the case. Following are the general arrangements of content in case of formal and special reports.

a. The Heading or Title: A report must always have a title indicating the subject of the study, the period and the location of the study. A long report has a full title page which gives the title, the name of the person who assigned the report and the name of the person or group who prepared the report, with month and year of submission. In a short report the title appears at the top of the first page, before the text of the report.

b. Table of Contents: Table of contents is a list of chapters or topics contained in the report. The serial number, title and page mark of each topic is given.

c. Body of the Report: It is a main part of the report and is made up of the following sub-section, sub-headings or sub-titles. The body is divided into the following parts:

i. Introduction: It contains the terms of reference and the subject of study. Here the writer analyses the problem chosen by him in the light of the terms of reference and the relevant circumstances.

ii. Development or Findings: In this part the writer presents the facts and data collected with reference to his study along with the outcome of his study. The data collected may include charts, graphs and statistical tables from other published reports and presented in an organised form with heading and sub-heading for better understanding of the reader.

iii. Conclusions or Recommendations: In this portion the writer draws up some definite conclusions on the basis of the facts and data presented after considering all aspects of the problem in hand. He then puts forward some strong suggestions or recommendations of his own.

iv. Appendix: It is supplementary material given at the end of the report. This may be a copy of a questionnaire used, or plans of buildings, maps or other materials which is referred to in the body of the report.

v. References and Bibliography: In case of long reports, the reporter had to conduct an extensive research for the preparation of the report. Under such studies, it is practice to add a list of references and bibliography just after the appendix to indicate the sources from which the writer has drawn his materials for the report.

vi. Index: Index comprises of contents of the report and usually added after the bibliography. It is generally found in long reports.

vii. Summary: It contains the essence of findings and recommendations of the report and usually appended to facilitate its consideration by the person or superior body to whom it is submitted.

viii) Signature: All reports should be dated and signed. If it is prepared by a committee or sub-committee and the report is common, it should be signed by the chairman. If it is prepared by an individual, it has to be signed by the reporter.

Quality of the Good Report:

A lot of reports are written daily. Some of them are intended to document the progress of some activities i.e., feasibility reports, investigation reports, some of the reports are for monitoring purposes, some are evaluation reports but it is clear that all the reports have some objective and purpose behind it. That objective and purpose can only be achieved if a report has following features or characteristics:

1.   Precise: The purpose of the report should be clearly defined. Precision of a report provides the unity to the report and makes it a valuable document for best usage.

2.   Accuracy of Facts: Information contained in a report must be based on accurate fact. Since decisions are taken on the basis of reported information, any inaccurate information or statistics will lead to wrong decision. It will cause delay in achieving the organizational goal.

3.   Relevancy: The facts presented in a report should be relevant. Irrelevant facts make a report confusing and likely to mislead decision making.

4.   Reader-Oriented: A report is read by various stake holders. A good report is always reader oriented. Reader's knowledge and level of understanding should be considered while writing the report. If the report is reader-friendly, it is easy to read, remember and act on it.

5.   Simple Language: A report should be written in a simple language, avoiding jargons and technical words for easy and clear understanding. The message of a good report should be self-explanatory.

6.   Conciseness: A report should be brief and not be very long. Lengthy reports affect the reader's interest. Rather it means that a good report is one that transmits maximum information with minimum words and completes in all respects.

7.   Grammatically Accurate: A good report should be free from grammatical errors. Any faulty construction of a sentence may make its meaning different to the reader's mind and sometimes it may become confusing or ambiguous.

8.   **Unbiased:** Recommendations made at the end of a report should be impartial and objective. It shall not be biased with the personal feelings of the reporter. They should come as logical conclusion for investigation and analysis.

9.   **Clarity:** Clarity depends on proper arrangement of facts. A good report is absolutely clear. Reporter should make its purpose clear, define its sources, state its findings and finally make necessary recommendation. Clarity of facts enhances the quality of the report.

10. **Attractive:** A good report needs an attractive presentation. Structure, content, language, typing and presentation style should be well designed to make a good impression in the mind of its reader.

Terms of reference

(TOR) define the purpose and structures of a project, committee, meeting, negotiation,**reports** or any similar collection of people who have agreed to work together to accomplish a shared goal.

Terms of reference 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 the scope among stakeholders. In order to meet these criteria, success factors/risks and constraints are fundamental. They define the

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

TORs should include:

- success factors, risks and constraints.

Although the terms of reference of a project are sometimes referred to as the project charter, there are significant differences between the two. This article describes a TOR containing detailed definitions, while a project charter has high-level requirements, assumptions, constraints and descriptions as well as a budget summary without detail, and a milestone-only schedule.

Report Writing Format

Here are the main sections of the standard report writing format:

- **Title Section** – This includes the name of the author(s) and the date of report preparation.

- **Summary** – There needs to be a summary of the major points, conclusions, and recommendations. It needs to be short as it is a general overview of the report. Some people will read the summary and only skim the report, so make sure you

include all the relevant information. It would be best to write this last so you will include everything, even the points that might be added at the last minute.

- **Introduction** – The first page of the report needs to have an introduction. You will explain the problem and show the reader why the report is being made. You need to give a definition of terms if you did not include these in the title section, and explain how the details of the report are arranged.

- **Body** – This is the main section of the report. There needs to be several sections, with each having a subtitle. Information is usually arranged in order of importance with the most important information coming first.

- **Conclusion** – This is where everything comes together. Keep this section free of jargon as most people will read the Summary and Conclusion.

- **Recommendations** – This is what needs to be done. In plain English, explain your recommendations, putting them in order of priority.

- **Appendices** – This includes information that the experts in the field will read. It has all the technical details that support your conclusions.

Remember that the information needs to be organized logically with the most important information coming first.

Examples of Report Writing on an Event

The following points are important to write a report of an event:

1. Give title or specific heading of the topic.
2. Write the place, date, and time of the event.
3. Mention the reporter's name.
4. Write the report in the past tense, reported speech, and passive form of expression.
5. Include the expressions of the audience present in the event.
6. Content should be related to the topic to present your ideas and make the report interesting.
7. Write the conclusion of your findings.

Below are two examples of report writing in an event:

Example 1: Report Writing Example of Annual Sports ceremony at high school

September 4, Josef High School

The annuals sports ceremony is organized like a festival in Josef High School. The school authority organized this ceremony. They chose a big ground as a venue. The school has many potential students who were good at sports. The mayor of the city was there as the chief guest. The students were so excited. A team was organized to manage the whole ceremony. Some Volunteers also started to set up the ground and scoreboard.

In sports ceremonies, there are different activities as sports performed by the students. First, an opening ceremony took place as a cultural function. A fantastic stage was prepared for award distribution, speeches, and cultural function. After the cultural function, the names of the participants and games were announced.

The school principal delivered a speech about the heritage of sports day in their school. After that, a singing competition started. It was an interesting activity.

Now the turn was athletic games such as high jump, long jump, table tennis, and 500 meters racing. In the end, volleyball, basketball, and football matches were played. All participants were very enthusiastic.

At the end of the ceremony, the principal announced the names of the winners. The mayor of the city was the chief guest of the ceremony. He distributed prizes to the winners. A memorable day came to an end, and the participants returned home with great joy.

This was an amazing and enjoyable sports ceremony. These types of activities keep the students active, encouraged, and confident.

What is technical proposal writing?

Technical proposal writing is converting technical requirements into a customer-facing proposal pitching your solution or offerings. Depending on the nature of the proposal, the technical writing might encompass only a small section or the entirety of the proposal.

Creating Good Technical proposal writing

Accurately scope project

The technical content of any proposal is most often related to the scope of the services or products to be provided. When creating this content, it is critical that you accurately scope and describe the work you will perform, including what is out of scope. Examples of sections to include in the scope of work include:

- Overview of process/approach

- Implementation plan (if applicable)

- Deliverables

- Description of what's in scope/out of scope

- Description of what the client will need to provide

- Communication process (may also be included in the first bullet)

Many times the proposal becomes part of the final contract, and if you commit to something in the proposal, the customer will expect to see that during the project. Try to avoid any gray areas that could lead to confusion. Write out exactly what you will be doing, when, and what the customer will need to do in order to achieve success.

Know your audience

When creating the technical content, remember that not every person evaluating your proposal has experience with your particular solution. This means that you should write as if the audience has a very limited understanding of what you do and explain in detail.

Address their need and why you're a good fit

Similar to the audience step, it is important to spell out why your company is best suited to solve this particular problem. While it may seem obvious to you based on what you offer, evaluators often have many proposals they need to review, and it's easy for the content to blend together. If you connect the dots for them, you avoid confusion and position your company as the best solution to their specific challenge.

Include visuals

It's very easy for a proposal to become very content-heavy, and evaluators may miss a key point if it's buried in your content. Instead, make sure to include visuals of key points throughout your proposal. This is especially true for highly technical sections that are hard to explain in writing. Where possible, include a diagram, demo, flowchart, process overview, or any other graphic or visual representation to make your point. Not only will it make your content clearer, but if an evaluator is skimming, they will see the visual first and pause to learn more.

Proposal Writing Tips

Avoid too much jargon

For technical proposal writing, you must avoid including too much jargon. If you're writing about a solution or product that is highly technical, it can be difficult to not include jargon, but you should try to limit it where possible. If you do include jargon, explain what it means. For example, if you use an acronym, spell out the acronym and it's definition (unless it's something that is common knowledge, such as wi-fi). This will help to avoid confusion and allow any evaluators who aren't experts to learn more about what you do.

Follow their format

Creating a technical proposal can be hard, but, thankfully, most organizations require a specific format for you to follow when creating your proposal. If they don't provide one, you can create your own. However, you should try to include the following sections:

- Cover letter/executive summary.
- Solution/Product overview
- Company overview
- Qualifications
- Answers to questions (if applicable)
- Pricing

Drafting of technical proposal

1. **Prepare your proposal's introduction well.** Ensure it does all of the following (not necessarily in this order):

   a) State that the memo contains a proposal for a specific project.
   b) Write at least one short inspiring message to encourage the recipient to keep reading and approve the project.
   c) Give an overview of the proposal's content.

   An introduction is required if the proposal is unsolicited, as you will need to convince the audience there is an opportunity that should be explored.

2. **Background information on the issue.** The background part often follows the introduction and outlines the necessity for the project—the problem, opportunity for improvement, and scenario.

3. While the specified audience of the proposal may be familiar with the issue, writing the background section helps demonstrate your unique perspective.

4. **Project benefits and feasibility.** Most proposals briefly explain the project's benefits and its success rate. This is a form of pro-project argument. In an unsolicited proposal, this section is critical to "sell" the project to the audience.

5. **Proposed task description (results of the project).** Most proposals must describe the final product. Proper technical proposal formatting entails identifying the document's audience and purpose, providing an overview, and considering length, graphics, binding, etc.

6. In some proposals, you must explain how you will complete the work. This adds to your persuasiveness and demonstrates you have done your homework. It also shows that you know the field well enough to finish the project.

7. **Schedule.** Most proposals include a section detailing the project's completion date as well as significant milestones. If you're working on a long-term project, the timeline will include due dates for progress reports. If you can't give dates, give time frames for each phase of the project.

8. **Resources, costs.** Most proposals include a section on project costs, both internal and external. External projects may require you to include your hourly rates, expected hours, equipment and supply prices, and so on before calculating the final project cost.

9. Internal projects aren't free, so you should still disclose the project costs: time spent on the project, equipment and supplies used, and assistance from others in the business.

10. **Conclusions.** The closing paragraph or portion of the proposal should remind readers of the project's benefits. Your last section should entice them to contact you to discuss the project in detail and perhaps make one last case for why you or your firm is the best candidate for the job.

How long should a technical proposal be?

It's a classic Goldilocks problem to create a proposal that's just the correct length.

Your pitch should not be too short, as this will leave out important information.

It should not be excessively long, either, as this may cause your client to skim or skip sections. So, how long do you think your proposal should be?

Although proposals **of 10 to 20** pages are usual, some clients prefer short concept notes, while others rather go for extensive proposals **of 50** pages or more.

This is, however, merely a framework metric.

The ideal length is one that best satisfies the needs of your client.

Technical proposal types

Technical proposals can be divided into two categories.

Business proposal or sales proposal

Sales proposals, also known as business proposals, are given to possible buyers or consumers outside of the company. In terms of form and style, sales proposals rarely resemble one another.

In fact, they frequently follow very different and artistic directions, similar to successful ads.

PandaDoc offers business proposal templates and sales templates that can help take your company to the next level.

Research proposals

Research proposals can be defined as an academic plan with a clear and coherent overview of the planned study.

Professors or institutions often use research proposals to get a grant in response to a request or announcement from the government or another agency.

The research proposal is a detailed, well-thought-out strategy written by the investigator or researchers.