Birla Institute of Technology & Science, Pilani

I Semester 2017-18

BITS F112, Technical Report Writing

Comprehensive Examination

SOLUTION

Solution Q.1.

The introduction for the given question must include the following elements:

**Background (5M)**: Substantial and contextual background must be provided in the answer which must address co-curricular activities and BITS environment. Superficial, inadequate and vague background has been marked from 1M to 2.5 M.

**Purpose (5M)**: A clear statement of purpose/aim/objective must be provided. Copying the title of the report as such has been marked upto 2.5 M.

**Authorization (5M)**: This element must include statements about who has demanded the report and who is undertaking the task (CUC, Director, Student Union). Partial reference to authorities involved has been marked partially upto 2.5 M.

**Methodology (5M)**: This element must include details about the process of data collection, type of data, primary or secondary or both, sample size, analysis methods used. Partial marking has been done if any of these are missing.

**Scope and Limitations (10M)**: This element must talk about the coverage of the subject of the report in terms of aspects covered in the report (E.g. in terms of co-curricular activities: whether sports, clubs, associations other; student population covered: first year to fourth year, first degree, higher degree etc; impacted aspects such as class regularity, personal traits, interpersonal traits etc). Limitations in terms of population coverage, campus coverage, time and other resource constraints etc must be mentioned. As per the answer, partial marking has been done.

**Significance (5M)**: This element must discuss the significance of the report for the readers (In this case the readers are the CUC members) and not the significance for the students of the other institutes. The report was for CUC and hence the findings must help CUC to formulate appropriate polices to implement co-curricular components in other institutes. Based on the answer, partial marking has been done upto 2.5 M. Vague references to significance of co-curricular activities for students in general has been marked from Zero to 1.5 M.

**Content organization (5):** This element must talk about how the content has been presented in chapters, sections and clearly state what each chapter/section deals with. Partial marking upto 1-2.5M has been done based on the answer.

* Upto 5 M have been deducted in case the overall writing style is casual and if elements of effective writing are ignored (particularly circumlocution, redundancy, clichés, slangs etc)
* Upto 10 M have been deducted in case there is a change of context. This happened when students treated the report to be addressing institutes in general and not the co-curricular environment in BITS. Answers claiming to present comparative study between BITS and other institutes also fall in this category.
* Upto 5 M have been deducted if elaborate findings are discussed in the introduction.
* Upto 5 M have been deducted if the answer has been presented in the form of sections and subheadings.

**Solution Q.2.**

Students were expected to use the business letter layout for writing this report. They were supposed to provide proper authorization, methods of data collection, proper quantitative analysis and interpretation with reasons and finally recommendations.

It was observed that some of the students have used expressions like only a few, many students, most of the students, less number of students, significantly low, decent rate of enrolment or a good amount of percentage while analyzing the data which is an improper way for quantitative analysis. Given below is the marking scheme:

**Marking Scheme**

Layout (Letterhead, reference, date, recipient’s address, Subject, Salutation and in the end Complementary close, name and designation)- 05 Marks

Full block Form and Open Punctuation 01 Mark

Illustration 03 Marks

First para (proper authorization, objective and method of data collection) 05 Marks

Findings 20 Marks

Recommendation 05 Marks

Closing Remarks 01 Mark

**Some of the reasons of marks deduction**

Missing of cross reference of figure in the discussion -1

Too many subheadings -5

With no subheadings -3

If written like a memo report -10

In case graph is not comprehensive or wrongly placed - 2

Grammatical and spelling errors -5

Some of the possible reasons for poor or better enrolment in various programmes

* Lack of good research facilities
* Lack of family support
* Financial reasons
* Medical – difficult entrance exam
* Lack of job opportunities
* Lack of awareness
* Poor condition of farmers and agriculture related higher studies
* High fee of medical and management college
* Better enrolment – better job prospects

Recommendations

* More scholarships / stipends
* Better medical education and more medical institutes
* Foreign visiting faculty and student exchange programmes
* Better research facilities
* Collaborative research programme with foreign universities