

Department of Computer Science and Engineering / Information Technology
Artificial Intelligence and Data Science/ Electronics and Communication Engineering

INTERNAL ASSESSMENT TEST I

Sub code & Sub Name: OHS352/ Project Report Writing

Total marks: 60 marks

Class/ Sem: IV / VII Time: 2hrs

Answer all questions.

PART A (10x2 = 12 Marks)

QUESTIONS

1. What is a signpost word? Give an example.
2. Why do you need a passive voice in technical writing? Justify
3. What is concord in grammar?
4. Define a project report and Name two common types of project reports.
5. Why is it important to cite sources in a project report? How do you cite in a journal? Give example.
6. Name two tools used to detect plagiarism.

PART B (2x11 = 22 Marks)

7 (a) How **Writing Skills** can incorporate Cohesion, and Clarity along with proper Grammar and Consistency for the following passage. Explain it in detail.

“The proposed accessibility enhancements will greatly improve the user experience on the online learning platform. Firstly, the upgrade of screen reader compatibility will ensure that users with visual impairments can navigate the platform more easily. Secondly, by improving the colour contrast of text and background, we will make the content more readable for users with colour blindness. Furthermore, these changes will not only meet current accessibility standards but also increase overall user satisfaction and engagement. As a result, the platform will become more inclusive, allowing a broader range of users to participate effectively in the learning process. Overall, these improvements will contribute to a more equitable and accessible online learning environment.”

OR

7 (b) You are tasked with drafting a comprehensive report for a company that is launching a new product. The report will be used both internally and for external communications. The report needs to be grammatically correct and use appropriate vocabulary to ensure clarity and professionalism. Your goal is to focus on essential grammar and vocabulary to enhance the report's effectiveness.

Part A:

Draft a section of the report on "Product Features and Benefits" using proper grammar and vocabulary. This section should include:

- (i) A description of the product's key features.
- (ii) An explanation of the benefits these features provide to potential users.
- (iii) Correct use of grammar, including sentence structure, punctuation, and agreement.
- (iv) Identify and correct any grammatical errors and improve the vocabulary used in the following sentences.
- (v) Provide the corrected sentences with explanations for each correction:

"The new software has a user-friendly interface which makes it easier for employees to use."

"Our team is working hard to ensure the product will meet all industry standards."

"We believe that the features are designed to meet the needs of our customers."

Part B:

- (i). Contrast the use of **Essential Grammar and Vocabulary** in technical versus non-technical writing.
- (ii). Discuss how the choice of grammar and

vocabulary impacts clarity and effectiveness in both types of writing, using examples from the report section you drafted in Part A.

8 (a) Explain the different types of project reports and their purposes with examples.

OR

8 (b)

Explain the role of statistical analysis in interpreting project report data, and provide examples of common statistical techniques used.

PART C (2x13 = 26 Marks)

9 (a) Discuss the structure of a project report and explain the purpose of each section.

OR

9 (b)

You are the technical writer for a company that develops software for managing financial portfolios. Your company is planning to release a new software update that includes advanced features for real-time analytics and portfolio management. Your task is to create two distinct types of documents to communicate the update to different audiences: A Technical Manual for Internal Use: This document will be used by the company's support team and developers. It should include detailed technical information about the new features, including code snippets, system requirements, and troubleshooting steps. A User-Friendly Guide for Clients: This document will be aimed at end-users who are not familiar with technical jargon. It should provide a clear, easy-to-understand overview of the new features and how they can benefit the users, with step-by-step instructions and screenshots.

Part A

Explain how you would approach writing the technical manual for internal use. Describe the specific elements you would include and your writing style, considering the target audience's need for detailed technical information.

Describe how you would approach writing a user-friendly guide for clients.

Explain how you would ensure the content is accessible to non-technical users, including the strategies you would use to simplify complex information and enhance readability.

Part B

Compare and contrast the approaches you described in Part A for both documents. Discuss the key differences in writing style, structure, and content based on each document's intended audience and purpose.

10 (a) Dr. Sarah Lawson, a professor at a leading university, has discovered that two of her graduate students, Emily and Jacob, have submitted research

papers with significant plagiarism issues. Emily's paper, intended for an environmental science conference, contains extensive direct quotations from several sources without proper citation. Jacob's thesis on renewable energy sources reuses substantial portions of his own previously published work without acknowledging it. Dr. Lawson needs to address these issues to maintain academic integrity. You are tasked with advising Dr. Lawson on how to handle the plagiarism issues in Emily's and Jacob's papers. Provide detailed answers to the following aspects:

1. What do you understand by plagiarism, and how the given scenario can be mapped with various types of it?
2. Why do you say Plagiarism Unethical? and suggest how to Avoid
3. How do you say that Laws and Institutional Policies are Against Plagiarism in the above scenario?

OR

10 (b) (i) You are a final-year engineering student, working on a project titled "Optimizing Solar Panel Efficiency through Material Innovation."

Throughout your project, you received support and guidance from various individuals and institutions. You were funded by a university research grant, guided by Dr. Katherine Smith, a professor in the Engineering Department. The laboratory at the university's Research Center allowed you access to their advanced testing equipment, and your peers, Sara and Michael, assisted with data collection and analysis. Your family provided emotional support during the process. Based on this scenario, write a proper acknowledgment section for your project report that expresses gratitude to the individuals and institutions that supported the project. (6)

(ii) You are a graduate student named Emma, pursuing a Master's degree in Civil Engineering. You have been assigned a research project titled "Sustainable Concrete Mixes: Analyzing the Effect of Recycled Materials on Durability and Strength." Your goal is to investigate how different proportions of recycled materials, such as crushed concrete and industrial by-products, can replace traditional cement and aggregate components in concrete. The project requires you to write a formal report, incorporating detailed experimental results, statistical analysis, and engineering standards, for submission to your university and potentially a professional engineering journal.

While working on the report, you face several challenges:

1. Structuring the report to meet the standards of academic and professional STEM fields.
2. Presenting complex experimental data in a clear and organized manner.
3. Ensuring that your writing style adheres to technical conventions without becoming too jargon-heavy for non-specialist readers.
4. Maintaining scientific rigor while emphasizing the practical engineering applications of your findings.

Based on the scenario above, how would you approach writing the project report? Discuss how the key aspects of Report Writing in STEM Fields apply to this project.