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PLANNING PUBLISHING DRAFTING The Writing Process REVISING **EDITING**

PLANNING

- Thinking before writing is called Planning. It is a first stage of writing. Planning is a strength
- We the values of planning but practicing it is felt to be a big task but no wonder who practice it becomes quiet proficient in writing.



FIRST STEP OF PLANNING INVOLVES THINKING OUT

- The targeted reader.
- What it will offer its reader.
- When will they be reading.
- What writer aims to achieve.
- What you will cover in the main section will help the writer to focus on the task and the audience.

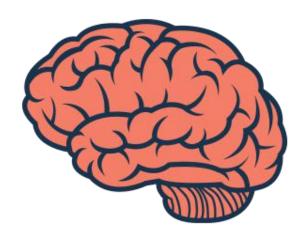
PRE WRITING HELPS TO

- Thinking more clearly.
- Begin your writing.
- Keep track of your thoughts about the topic.
- Practice expressing yourself in writing.

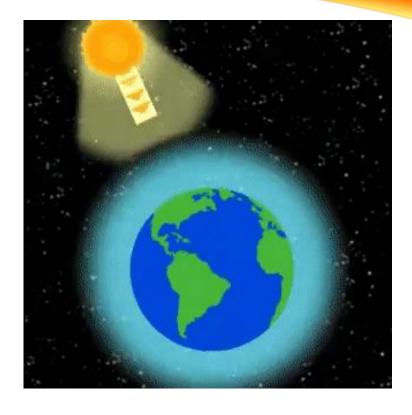
TECHNIQUES OF PREWRITING ARE:

1. Brainstorming

- Brainstorming is an informal way of generating topics to write about, our points to make about your topic.
- Brainstorming or listing is when you freely write down all ideas in the order which they occur to you. Unlike freewriting, this technique requires the writer to record only ideas and phrases. Because you are completing this task with a goal to arrive at many ideas quickly, no idea is too ridiculous or stupid.
- The important point about brainstorming is that there is no pressure to be brilliant.



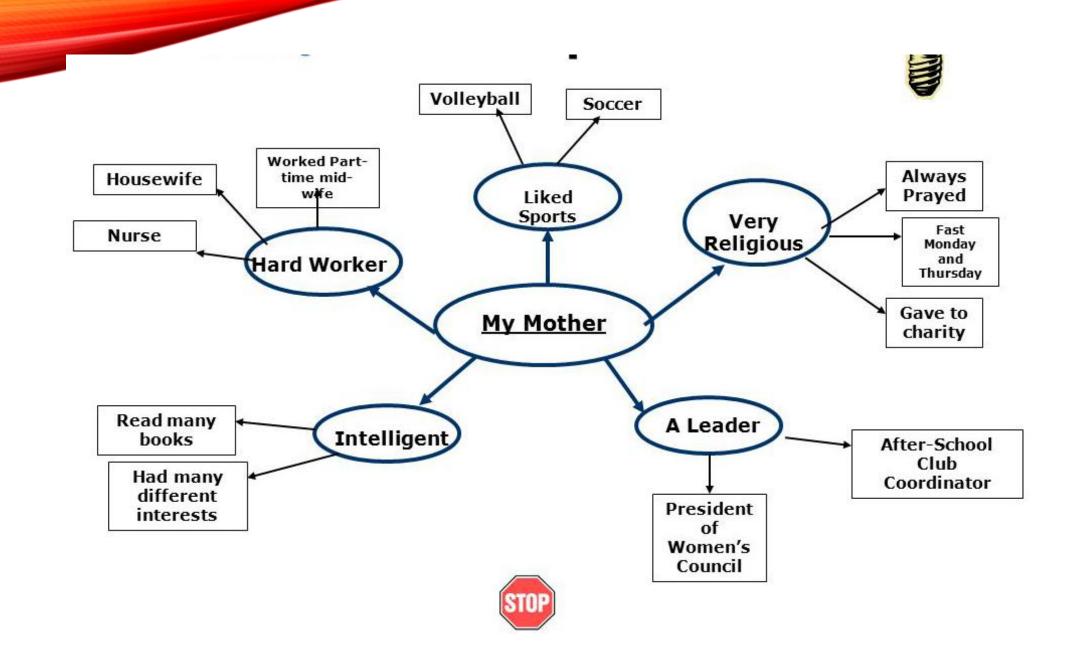
- For Example: [Greenhouse]
- Scientific effect
- Carbon dioxide
- Trees---- Reforestation
- Rising temperatures ---- changing climates
- Rising water levels ---- changing coast lines (lake levels water table levels)
- Ozone layer
- ecosystem



CLUSTERING

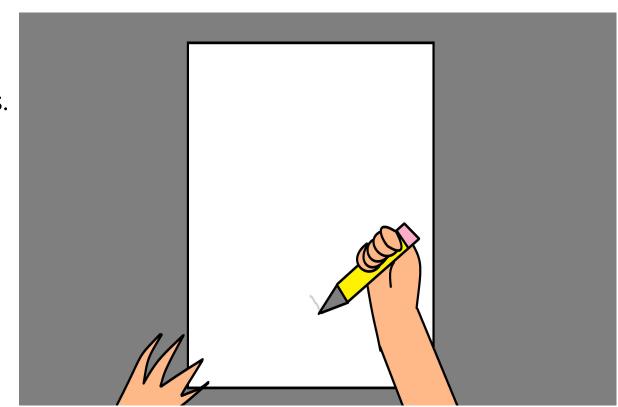
- Clustering is used to establish relationships among your ideas. To cluster ideas, write your topic in the center of a sheet of paper.
- Draw a circle around it, and surround that circle with related ideas, connecting the two together with lines.
- If some of the ideas lead to more specific ideas, write those down, stemming from main ideas.





3. FREE WRITING

- Free writing is an attempt to capture spontaneity on paper.
- Free writing means writing freely without restrictions.
- You can write whatever you like without regard to spelling, grammar, paragraphing, or weather it makes any sense.
- After you have finished freewriting, look back over what you have written and highlight the most prominent and interesting ideas; then you can begin all over again, with a tighter focus (see looping). You will narrow your topic and, in the process, you will generate several relevant points about the topic.



Example

Too much carbon dioxide in the atmosphere keeps the sun's rays from escaping out to space and results green house effect. The atmosphere will get warmer and warmer, until climate patter on the start to change. One problem is, rising water levels because the polar ice caps will start to melt. The thinning in the ozone layer lets more of the sun's harmful rays through and then the carbon dioxide keeps them here. Some people say, one reason we are having this problem is because we've robbed the earth of most of its trees.

JOURNAL WRITING

- Journalists traditionally ask six questions when they are writing assignments that are broken down into five W's and one H: Who?, What?, Where?, When?, Why?, and How? You can use these questions to explore the topic you are writing about for an assignment.
- A key to using the journalists' questions is to make them flexible enough to account for the specific details of your topic.
- For instance, if your topic is the rise and fall of the Puget Sound tides and its effect on salmon spawning, you may have very little to say about *Who* if your focus does not account for human involvement. On the other hand, some topics may be heavy on the *Who*, especially if human involvement is a crucial part of the topic. Possible generic questions you can ask using the six journalists' questions.



Who?:

Who are the participants? Who is affected? Who are the primary actors? Who are the secondary actors?

• What?:

What is the topic? What is the significance of the topic? What is the basic problem? What are the issues related to that problem?

• Where?:

Where does the activity take place? Where does the problem or issue have its source? At what place is the cause or effect of the problem most visible?

• When?:

When is the issue most apparent? (in the past? present? future?) When did the issue or problem develop? What historical forces helped shape the problem or issue and at what point in time will the problem or issue culminate in a crisis? When is action needed to address the issue or problem?

Why?:

Why did the issue or problem arise? Why is it (your topic) an issue or problem at all? Why did the issue or problem develop in the way that it did?

• How?:

How is the issue or problem significant? How can it be addressed? How does it affect the participants? How can the issue or problem be resolved

Example

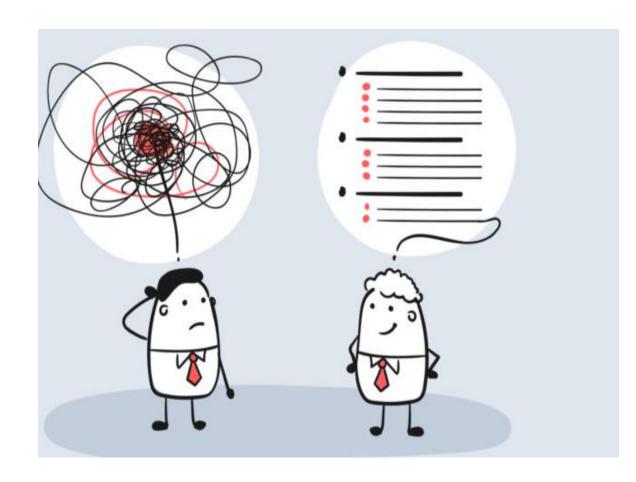
• In Class on Monday we spoke of Intersectionality; forms of intersecting systems of oppression and discrimination. Things such as Age, disability, race, gender, and class are all examples of reasons to justify mistreatment of people with different backgrounds and even gender stratification. The focus of the day was based on the inequalities of gender. An examples that was given to us were the glass ceiling which represents how women are able to make it so far until they reach the invisible ceiling or barrier to which they can overturn the male in charge. Where no matter the qualifications and achievements still cannot move them past the ranks above other men in charge. Although it is not exclusive to women, most of the time it is used as an explanation for lack of women in positions of power, well as minority groups. We saw how the notion of gender roles are promoted by labeling colors to genders as well as toys i.e. the Barbie dolls. We began to see a documentary called Miss Representation . It focused mainly on what we talked about with gender inequality and how females are depicted in the mass media and through politics and really all across mainstream medias in the U.S. Views y women and men who see that females are objectified if they attempt to rise into positions of power. Leadership positions depict females as emotional and unstable for decision making.

OUTLINING

- This is more structured sequential overview of your research to date.
- You may also outline to organize topics built from free writing, brainstorming or clustering.

Outlining:

- Arranges items or topics, usually without punctuation or complete sentences.
- Lists topics and phrases them in grammatically similar or parallel structure.
- Sequences topics in importance, defining what 'level' of importance they are. Items of equal importance are at same level.



- Example: Dogs
- I. Helpful to man

- [a] Special breeds for different jobs.
 - 1.Used in sledges
 - 2. Hunting
 - 3. Police dogs
- [b] Endurance of extreme climates
 - 1. Good sense of smell
 - 2. low cost maintenance
- [c] Good workers
 - 1. Obedient
 - 2. Good memory
 - 3. Quick learners

II. How a dog looks

- [a] Coat
 - 1. Thick in winter for warmth.
 - 2. Sheds in spring for coolness.
- [b] Color
 - 1. Comes in many colors
 - 2. Coat, tail color make it beautiful.

DRAFTING



WHAT IS DRAFTING

- The second step of the writing process involves drafting. During drafting, the writer puts his ideas into complete thoughts, such as sentences and paragraphs.
- The writer organizes his ideas in a way that allows the reader to understand his message. He does this by focusing on which ideas or topics to include in the piece of writing.
- During drafting, the writer will compose an introduction to the piece and develop a conclusion for the material. At the end of this step of the writing process, the author will have completed a "rough draft."

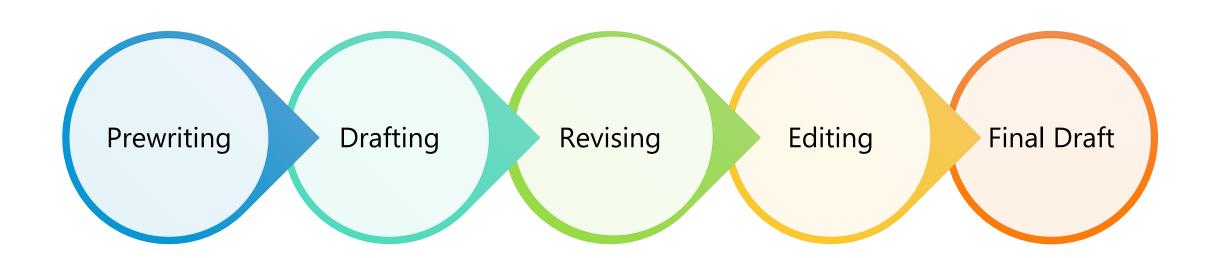
PROCESS OF DRAFTING

- The process of drafting a piece of writing begins with an analysis of the prewriting. The author must use his prewriting notes to determine a focus for the piece. This may involve narrowing the focus of the topic and perhaps identifying a purpose for the piece.
- For example,

An author may decide to write an essay about dogs. He could have developed his prewriting notes with information about three topics relating to dogs: Show dogs, working dogs, and dog racing. These are all topics that could stand alone in an essay. During drafting, the author should choose just one of these topics for his piece of writing.

- The author begins writing by composing an introduction to the piece.
 The purpose of the introduction is not only to state the topic of the piece, but it should also draw the reader in to the piece of writing.
- More sophisticated writers will create an introductory paragraph that identifies the topic, sets the purpose for the writing, and suggests how the topic will be developed throughout the piece.
- A solid, interesting introduction sets the stage for the rest of the rough draft. An author should begin drafting the piece by organizing his notes in a sequence that will make sense to the reader.
- A writer should refer back to his prewriting to keep him on track and ensure that the piece of writing maintains its focus.
- A writer should complete a rough draft by composing a conclusion. The purpose of a conclusion is to wrap up the piece of writing by connecting all of the related thoughts and ideas. The best conclusions are creative, engaging, and leave few questions unanswered in the mind of the reader. Advanced writers should include a conclusion paragraph.

STAGES / PROCESS OF WRITING



Drafting

 Means writing a first version to be edited later.

Editing

 Means revising and adapting an earlier version.

EDITING AND REDRAFTING PROCESS

• Editing and redrafting process involves three [R] of content and structures.

Reworking

 Adding, removing, and reorganizing elements as a whole.

Replacing

 Focusing on the whole document and the connections between ideas and paragraphs.

Refining

 Improving the text by 'rewriting' it to give it the desired form.

Checklist of Editing

- Sum up your central idea in one or two sentence.
- ► The conclusion should follow logically from the evidence.
- One idea should be linked to the next.
- There should be subject and verb concord.
- Use of correct punctuation marks.
- Run the spell check.
- Correct the typographical errors if any.

Checklist of Redrafting

- Take a break between writing and proof reading.
- Choose a good time of the day.
- ► Use reference resource: grammar dictionaries etc.
- Ask someone else to read over your text.
- Incorporate the relevant changes suggested by others.

ESSAY ON MENTAL HEALTH

Mental health is crucial and integrates a component of health. Mental health includes an individual's psychological, emotional and social well-being. Proper mental health results in the proper mental functioning that result in being productive in activities, healthy and fulfilling relationships with other people and having the ability to cope and adapt to adversity Proper mental health is essential in every stage of life – from childhood and teenage to adulthood. Throughout a lifetime, an individual can experience mental health issue at any point. This affects not only their mood and behavior but also changes their way of thinking, of looking at life and facing challenges.

Even though mental health is a highly personal thing, what affects one person may or may not affect the other person; however, some significant factors contribute to mental health problems. These factors include life experiences such as trauma or abuse, biological factors such as genes or chemistry of the brain, and even the family history of mental health problems can affect an individual.

Poor mental health is also linked with stressful work conditions, rapid social changes, gender discrimination, gender discrimination, social exclusion, physical illness and human rights violation.

Mental health problems are common, but for the longest time, people have avoided the entire concept of it and taken mental health for granted.

At one point, mental health was considered taboo, and anyone seeking help was labelled as mentally ill. Mental health and mental illness are not similar things. For a long time, mental health has been defined as the absence of mental illnesses such as anxiety and depression. Mental illness typically refers to all the diagnosable mental disorders – health conditions that are characterized by alterations in mood, thinking and behavior associated with impaired functioning or distress.

Mental health and mental illness together go hand in hand. Individuals having optimal mental health conditions can also face mental illness, where people who have no mental illness can also have poor mental health. In recent times, people have started taking mental health seriously and taking proper steps in dealing with any mental health issues. Help is available out there; people with mental health problems can get better by seeking help.

People suffering from mental health issues show various symptoms such as little or no energy, pushing away people and pulling themselves back from regular activities, loss of sleep or the will to eat, smoking, drinking or doing drugs, feeling helpless, yelling and fighting, losing temper very quickly, harming themselves and many more.

Taking care of mental health not only is getting help from professionals when needed but also connecting with other, getting involved in physical activities, helping others, getting enough sleep and staying positive that there is a way out. Positive mental health allows people to realize their full potential, cope with stress in life, work productively and make meaningful contributions to the community. Various factors in people's lives such as intrapersonal relations, physical factors, childhood trauma and many other conditions can disrupt mental health conditions. Taking care and looking after one's mental health preserves an individual's ability to enjoy life.

Précis Writing

- Précis is a clear, compact logical summary of a passage. It preserves only the essential or important ideas of the original.
- The word précis is derived from French that means summary and precis writing means art of summarizing.
- Précis writing involves summarizing a document to extract the maximum amount of information, then conveying this information to a reader in minimum words.

QUALITIES OF GOOD PRECIS



- Clarity: Clarity means getting your message across so that the receiver can understand what the writer is trying to convey. It is basic and essential need of a précis. The ideas should be clear and understandable. The writer can achieve clarity by using simple language and simple structure. If your précis is not understandable to the reader it will lose its importance and meaning for the reader.
- Correctness: Mistakes in writing always irritate the reader. Of course mistakes are never intentional; even there is no excuse for them. At the time of writing or composing a pre'cis the writer must ensure that the facts and figures are correct.
- Misspelt words
- Mistakes in figures and dates
- Mistakes in punctuation
- Mistakes of grammar and structure

- Objectivity: Objectivity means the ability to present or view facts uncolored by feelings, opinions and personal bias. While making a précis, the writer should adopt an objective approach. He should not give or add his personal opinion and ideas in a precis.
- Coherence: Coherence means the logical and clear interconnection of ideas in a written piece of work. A good précis should be coherent. The ideas which are present in a précis must have a logical connection.
- Completeness: A précis should be complete in all aspects. Completeness means that the writer should include all the important facts in a précis. To make it short one should not omit the important ideas.
- Conciseness: Conciseness is a desirable quality of good precis. Conciseness means to say all that needs to be said and no more. The writer should write what is necessary and avoid writing unnecessary details. A concise piece of work coveys the message in the fewest possible words. But one should be kept in mind that the writer should not omit some basic and essential facts.

RULES FOR PRECIS/PRECISE WRITING

1. Read carefully

3. Outline

With help of underlined ideas draw an outline of precis

4. OmissionOmit all unnecessary

information

2. Underlining

5. Size

Length of the precis should be one third of the original paragraph.

6. Don't Omit

Writer should not omit the important points.

7. Indirect Speech

It should be written in indirect speech.

8. Tense and Person

It should be written in third person and past tense.

tense.
In case of universal truth present tense should be

used.

9. Own words

A precis should be written in own words.

10. Precis of a Dialogue

Conversation should always be expressed in form of narrative.

11. Objective approach

Ones personal ideas should not be included in precis all ideas should be put in logical order.

12. One paragraph. ideas should be written in one paragraph.

13. Rough draft.

After omitting unnecessary ideas writer should make a rough draft.



Passage 1 - Unsinkable Ship

Naval architects never claim that a ship is unsinkable, but the sinking of the passenger-and-car ferry Estonia in the Baltic surely should have never have happened. It was well designed and carefully maintained. It carried the proper number of lifeboats. It had been thoroughly inspected the day of its fatal voyage. Yet hours later, the Estonia rolled over and sank in a cold, stormy night. It went down so quickly that most of those on board, caught in their dark, flooding cabins, had no chance to save themselves: Of those who managed to scramble overboard, only 139 survived. The rest died of hypothermia before the rescuers could pluck them from the cold sea. The final death toll amounted to 912 souls. However, there were an unpleasant number of questions about why the Estonia sank and why so many survivors were men in the prime of life, while most of the dead were women, children and the elderly.

- Important points
- Passenger and Car Ferry Estonia sank in the Baltic
- Boat was well designed, had sufficient lifeboats, inspected properly
- It sank just few hours after its voyage
- 912 died, whereas only 139 survived
- Women, children and elderly people died and majorly men survived

PRECIS-THE DEADLY VOYAGE

• The unexpected Passenger and Car Ferry Estonia sank in the Baltic, only a few hours after its voyage. Its sinking remains an unsolved puzzle even today as the boat was well designed, carried adequate lifeboats and was inspected carefully before its journey. Another mystery is that out of 139 survivors, most were men, whereas a majority of women, children and elderly died, of total 912 deaths.

Passage 2 - Dolphins

Dolphins are regarded as the friendliest creatures in the sea and stories of them helping drowning sailors have been common since Roman times. The more e learn about dolphins, the more we realize that their society is more complex than people previously imagined. They look after other dolphins when they are ill, care for pregnant mothers and protect the weakest in the community, as we do. Some scientists have suggested that dolphins have a language but it is much more probable that they communicate with each other without needing words. Could any of these mammals be more intelligent than man? Certainly the most common argument in favor of man's superiority over them that we can kill them more easily than they can kill us is the least satisfactory. On the contrary, the more we discover about these remarkable creatures, the less we appear superior when we destroy them.a

- Important points
- Dolphins are known for their friendly gestures
- Dolphins community is more complex to understand
- Their probability of communicating without words is high
- They might even be more intelligent than men
- The only superiority that humans possess is the power to kill dolphins easily

DOLPHINS- THE COMPASSIONATE BEINGS

• The friendliness of dolphins have always been believed to be superior to that of humans. They are even supposed to be more intelligent and superior than mankind, but lack behind due to their weak physical strength. Further, their benevolent character can be witnessed in their communication process and gestures they showcase towards other dependable members of the community



TECHNICAL DEFINITION

WHAT IS TECHNICAL DEFINITION?

- A technical definition is a definition in technical communication describing or explaining technical terminology. Technical definitions are used to introduce the vocabulary which makes communication in a particular field succinct and unambiguous.
- A definition is a statement that includes the most essential characteristics of terms, objects, processes, and principles.

EXAMPLES

- <u>Engineering Graphics</u>: It is a graphic representation used universally by engineers and technologies to describe the shape, size, and proportions of structure and mechanism. [Term]
- Modem: A modem modulated outgoing digital signal from a digital device to analog signal, and demodulates the incoming analog signal and converts it into a digital signal for the digital device. [Object]
- <u>Electrolysis</u>: It is a process in which the molecules of a substance are broken into ions, when an electric current is passed between two electrodes immersed in a solution called electrolyte. [Process]

POINTS TO BE KEPT IN WHILE WRITING TECHNICAL DEFINITION

- A definition should not be based on a root word from which the term itself comes.
 For example, You cannot define engineering graphics as drawing made by engineers.
- If there are more than one parts in the term, The more important part should be stressed. Do not stress the part which is not the basis of the term.

For example while defining steam engine define engine not steam.

- Make sure not to leave out any distinctive features. While defining mathematics You must also include its application.
- Use concise, familiar and simple words.
- Us the words 'usually', 'generally' etc. to avoid the possible exclusion of an essential features.





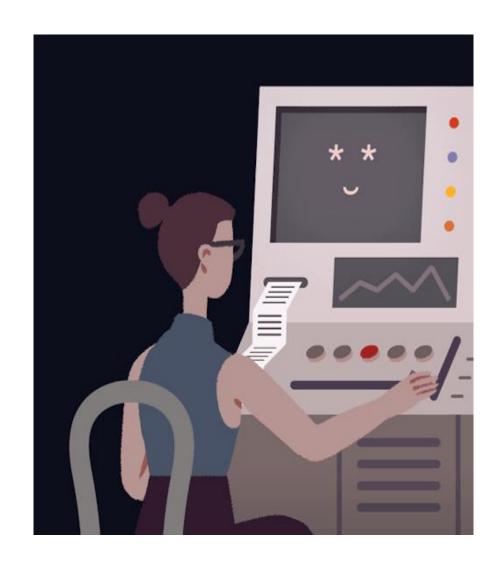
Process Description

TECHNICAL DESCRIPTION



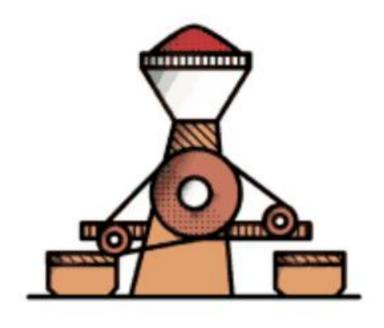
PRODUCT DESCRIPTION

- Product description explains the features of a specific device, like a scientific instrument or computer program.
- Possible topics includes devices that are specific to your field, or devices you use in every day.
- Battery
- Computer
- Catalytic converter
- Manual can opener
- A specific car model.



PROCESS DESCRIPTION

- A process description explains how a complex event occurs, including a mechanical process
- [i.e. how a bicycle runs] or natural events (i.e. how thundering is produced)
- E.g.
- How mobile phone work?
- How paper is made?
- How do fuel cells works?



NOTE

- A product or a process description is not an instruction set. An instruction set provides steps user would take in order to complete the task.[e.g. Steps to cook the food in microwave oven.]
- In contrast product and process description describe how something works. [e.g. How microwave cooks food.]
- [e.g. How to use a digital camera versus how the digital camera works.]

Q. WRITE TECHNICAL DESCRIPTION OF LATHE MACHINE

1.INTRODUCTION

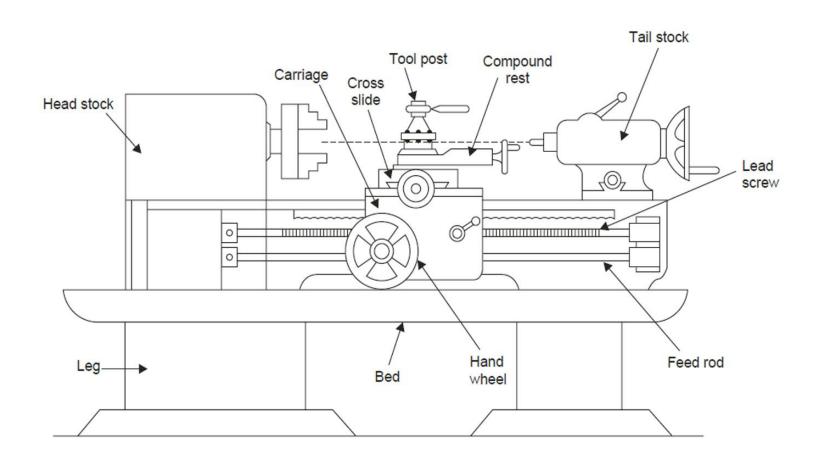
A lathe is a tool that rotates the work piece about an axis of rotation to perform various operations such as cutting, sanding, knurling, drilling, or deformation, facing, turning, with tools that are applied to the workpiece to create an object with symmetry about that axis.

A lathe machine is a machine tool which is used to remove metals from a work piece to give a desired shape and size. In other words it is a machine that is used to hold the workpiece to perform various metal removing operations such as turning, grooving, chamfering, knurling, facing, forming etc. with the help of tools.

2. PARTS OF LATHE MACHINE:

- **Bed.** It is the main body of the machine. ...
- Tool post. It is bolted on the carriage. ...
- **Chuck**. Chuck is used to hold the workspace. ...
- **Head stock**. Head stock is the main body parts which are placed at left side of bed. ...
- Tail stock. Tail stock situated on bed. ...
- Lead screw. ...
- Legs. ... AND *Carriage

DIAGRAM OF LATHE MACHINE



3. WORKING PRINCIPLE OF LATHE MACHINE WORKING PRINCIPLE:

- The lathe is a machine tool which holds the workpiece between two rigid and strong supports called centers or in a chuck or face plate which revolves. The cutting tool is rigidly held and supported in a tool post which is fed against the revolving work.
- The normal cutting operations are performed with the cutting tool fed either parallel or at right angles to the axis of the work.

- 1. Bed: The bed is a heavy, rugged casting in which are mounted the working parts of the lathe. It carries the headstock and tail stock for supporting the workpiece and provides a base for the movement of carriage assembly which carries the tool.
- 2. Legs: The legs carry the entire load of machine and are firmly secured to floor by foundation bolts.
- 3. Headstock: The headstock is clamped on the left hand side of the bed and it serves as housing for the driving pulleys, back gears, headstock spindle, live center and the feed reverse gear. The headstock spindle is a hollow cylindrical shaft that provides a drive from the motor to work holding devices.
- 4. Gear Box: The quick-change gear-box is placed below the headstock and contains a number of different sized gears.

- 5. Carriage: The carriage is located between the headstock and tailstock and serves the purpose of supporting, guiding and feeding the tool against the job during operation. The main parts of carriage are:
- a). The saddle is an H-shaped casting mounted on the top of lathe ways. It provides support to cross-slide, compound rest and tool post.
- b). The cross slide is mounted on the top of saddle, and it provides a mounted or automatic cross movement for the cutting tool.
- c). The compound rest is fitted on the top of cross slide and is used to support the tool post and the cutting tool.
- d). The tool post is mounted on the compound rest, and it rigidly clamps the cutting tool or tool holder at the proper height relative to the work center line.
- e). The apron is fastened to the saddle and it houses the gears, clutches and levers required to move the carriage or cross slide. The engagement of split nut lever and the automatic feed lever at the same time is prevented she carriage along the lathe bed.

- 6. Tailstock: The tailstock is a movable casting located opposite the headstock on the ways of the bed. The tailstock can slide along the bed to accommodate different lengths of workpiece between the centers.
- A tailstock clamp is provided to lock the tailstock at any desired position. The tailstock spindle has an internal taper to hold the dead center and the tapered shank tools such as reamers and drills.



REPORT WRITING

CHARACTERISTICS OF GOOD REPORT

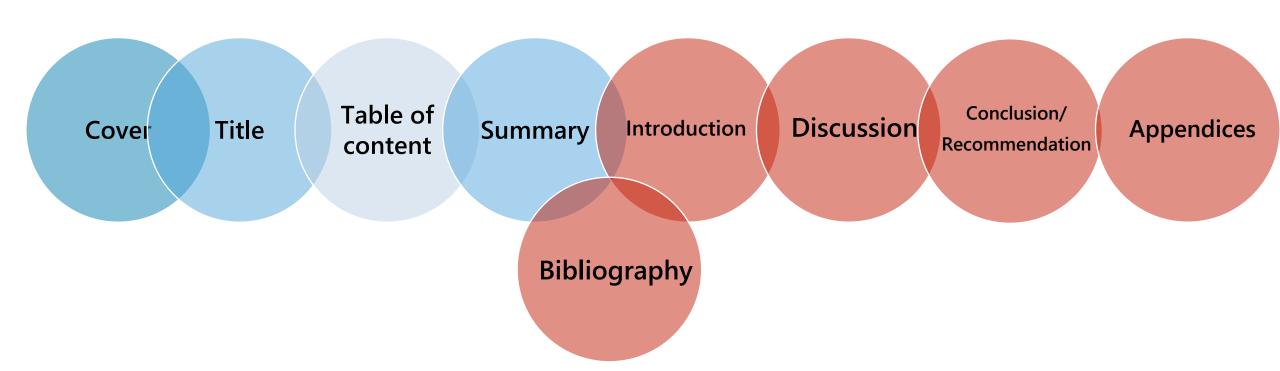
Report provides factual information depending on which decisions are made. So everyone should be taken to ensure that a report has all the essential qualities which turn it into a good report. A good report must have the following qualities:

- 1. Precision: In a good report, the report writer is very clear about the exact and definite purpose of writing the report. His investigation, analysis, recommendations and others are directed by this central purpose.
- 2. Accuracy of Facts: Information contained in a report must be based on accurate fact.
- 3. Relevancy: The facts presented in a report should not be only accurate but also be relevant.

- 4. Reader-Orientation: While drafting any report, it is necessary to keep in mind about the person who is going to read it. That's why a good report is always reader oriented. Readers knowledge and level of understanding should be considered by the writer of report. Well reader-oriented information qualify a report to be a good one.
- 5. Simple Language: This is just another essential features of a good report. A good report is written in a simple language avoiding vague and unclear words.
- 6. Conciseness: A good report should be concise but it does not mean that a report can never be long. Rather it means that a good report or a business report is one that transmits maximum information with minimum words.

- 7. Grammatical Accuracy: A good report is free from 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. Clarity: Depends on proper arrangement of facts. A good report is absolutely clear. Reporter should make his purpose clear, define his sources, state his findings and finally make necessary recommendation.
- 9. Attractive Presentation: of a report is also a factor which should be consider for a good report. A good report provides a catchy and smart look and creates attention of the reader Structure, content, language, typing and presentation style of a good report should be attractive to make a clear impression in the mind of its reader.
- 10. Unbiased Recommendation: on report usually makes effect on the reader mind. So if recommendations are made at the end of a report, they must be impartial and objective. They should come as logical conclusion for investigation and analysis.

FORMAL REPORT



Informal Report

Front Matter

Introduction

Body

- Findings
- Conclusion
- Recommendation

Back Matter

- Appendix
- Reference
- Glossary

Formal Report

Front Matter

- Cover
- Title Page
- Letter of transmittal
- Table of Contents/List of Figures
- Executive Summary
- Introduction

Body

- Findings
- Conclusion
- Recommendation

Back Matter

- Appendix
- Reference
- Glossary

PROGRESS / PROJECT REPORT

- Project report is a document that provides the information from the beginning to the end. These reports usually include a chronology of the progress made since the last report or commencement of the project and indicate further time or money available for its completion.
- The government department give work on contract, they insist on such reports from contractors. These enable government to know whether the work is progressing according to the schedules.

OBJECTIVES OF PROJECT REPORT

- Project report represents the results of technical, economical and financial feasibility studies of the project.
- Project report serves as the basis on which project gets sanctioned.
- Project report serves as the guide for the starting and implementation of the project.
- Project report provides solutions for all the curiosities and doubts related to a specific project.
- Project report is helpful in achieving the time and costs limits in the completion of a project.
- Project report is helpful in obtaining financial assistance, incentives, rebates and other facilities.
- Project report reveals the commercial profitability of the project.

CONTENTS OF PROJECT REPORT

1. GENERAL INFORMATION

- a. Name of the work/ Project
- b. Date
- c. Total work to be completed.
- d. Work completed to date
- e. Possible date for completion
- f. Remarks if any
- 2. Background Promoters and sponsors.
- 3. Particulars of the business concern undertaking the project.

Note: we don't need all these options for the project report every report have different requirement.

4. Technical details of the project

- a. Capacity
- b. Process
- c. Technical arrangements
- d. Management
- e. Location
- f. Building
- g. Plant and machinery
- h. Supply of the raw material
- i. Manpower requirement
- j. Schedule of implementation
- k. Cost of the project and financing
- I. Profitability and cash flow details
- m. Economic consideration
- n. Government clearance
- o. Conclusion

