

Traits of Technical Writing →

- i) Clear - Technical writing presents information clearly to avoid misunderstandings. It requires the use of clear & concise sentences.
- ii) Straightforward - This type of writing is straightforward. It presents information in a way that is direct and to the point.
- iii) Precise - The language used in technical writing should be very precise, describing objects and procedures in an exact manner.
- iv) Understandable - Effective technical writers avoid words that people may not understand.
- v) Detailed - Leaving nothing to the imagination, technical writing is very detailed & informative.
- vi) Structured - This type of writing needs to have an obvious composition that makes it easy to for readers to read.

★) What is MEMO?

Memo is short for memorandum. It is a form of official interdepartmental communication that is used to convey essential decisions or information. A memorandum often contains details needed for specific meetings, projects, policies or others.

- Purpose of Memorandum →

- 1) A way to transfer knowledge of a specific process.
- 2) To convey specific details on a project.
- 3) To request information.
- 4) To offer suggestions on a matter.
- 5) To report to a superior.
- 6) To offer congratulations or positive news.
- 7) To share ideas.

- Advantage of a Memorandum →

- 1) Memos are timesaving mode of communication and are quite convenient to use.
- 2) Memos are stored for the future, and such can be referred later if needed.

FORMAT

DATE
PAGE

* Memorandum

To:

From:

Date:

Subject:

[A memo requires no salutation]

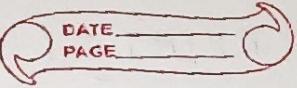
Body of the Memo

[Start with a direct & brief introduction about the reason for writing the memo].

[Provide concise but detailed information to the reader].

[End with a clear closing and a call to action].

Report



A report is a piece of factual writing, based on evidence, containing organized information on a particular topic.

→ Characteristics:

- 1) Precision - Effective reports must clearly reflect their purpose.
- 2) Factual Details - The report should be very detailed and factual. It should meet the audience's expectation.
- 3) Reader-orientation - A good report is always reader oriented. While drafting, it is necessary to keep in mind the person who is going to read it.
- 4) Clarity - A good report is absolutely clear. Clarity depends on proper arrangement of facts.
- 5) Brevity - A report should be brief. Including everything significant and yet be brief.
- 6) Grammatical accuracy -

→ Objectives:

- 1) Present a record of accomplished work.
- 2) Record research findings.
- 3) Present an info. to a large no. of people.
- 4) Recommend actions.

→ Types of Reports:

- | | |
|--------------------------|-----------------------|
| 1) Introductory Reports. | 5) Marketing Reports. |
| 2) Progress Reports. | 6) Lab test Reports. |
| 3) Incident Reports | 7) Project Reports. |
| 4) Feasibility Reports | |

FORMAT (for report writing contains)

DATE
PAGE

- Title
- Summary
- Introduction
- Body
- Conclusion
- Recommendations.

Types of Report →

- ① Weekly Reports
- ② Annual Reports
- ③ Academic Reports
- ④ Sales report
- ⑤ Marketing Reports
- ⑥ Project Reports
- ⑦ Research reports.

★ Presentation →

following points are important for preparing a formal presentation:-

- 1) Planning
- 2) Outlining / structuring
- 3) Choosing the mode of delivery,
- 4) Body language / Voice.
- 5) Visual Aids.

★ Objectives of Interviews →

- To select a person for specific task.
- To monitor performance.
- To collect info.
- To exchange info.
- To counsel.

An interview can be divided into 3 types.

- 1) Telling 2) Telling & listening 3) Problem Solving.

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