

TECHNICAL REPORT WRITING SYLLABUS

Grammar, Vocabulary, and Editing

- Usage of Tenses
- Adjectives and Adverbs
- Jargon vs Technical Vocabulary
- Abbreviations
- Mechanics of Editing
 - Punctuation
 - Proofreading
- **Activity:** Worksheets on grammar and editing

Research and Analysis

- Synchronizing Technical Details
 - Newspapers
 - Magazines
 - Articles
 - E-content
- **Activity:** Writing introduction and literature review

Systematization of Information

- Techniques for Converging Objective-Oriented Data
 - Diverse Technical Reports
- **Activity:** Preparing a questionnaire

Data Visualization

- Interpreting Data
 - Graphs

- Tables
- Charts
- Imagery
- Infographics
- **Activity:** Transcoding data into visual formats

Introduction to Reports

- **Meaning and Definition**
- **Purpose and Characteristics**
- **Types of Reports**
- **Activity:** Worksheets on types of reports

Structure of Reports

- **Components**
 - Title
 - Preface
 - Acknowledgement
 - Abstract/Summary
 - Introduction
 - Materials and Methods
 - Results
 - Discussion
 - Conclusion
 - Suggestions/Recommendations
- **Activity:** Identifying the structure of a report

Report Writing

- **Data Collection**
- **Drafting an Outline**
- **Organizing Information**
- **Activity:** Drafting reports

Supplementary Texts

- **Components**
 - Appendix
 - Index
 - Glossary
 - References
 - Bibliography
 - Notes
- **Activity:** Organizing supplementary texts

Review of Final Reports

- **Structure**
- **Content**
- **Style**
- **Layout**
- **Referencing**
- **Activity:** Examining clarity and coherence in final reports

Presentation

- **Presenting Technical Reports**
- **Activity:** Planning, creating, and digitally presenting reports

PAJAMA PADHAI