

Q1. Give the aspects of Report Writing.

A1. Reports are written for different purposes.

- Once you join an organization, you will be required to write reports of all sorts. Sometimes you have to write reports of all sorts, like for the progress of a project, occasionally about the assessment of some of your employees, and at times about the implementation of a new policy or procedure.
- When you make a report of your work, it passes from one desk to another. Your report communicates the results and accumulates the knowledge through the findings and conclusions.
- However good work you may have done, if the presentation is not coherent, then it mars the effectiveness of the report completely.
- Definition → The word 'report' comes from the Latin word *reportare* which is combination of *re* and *portare*. It means to carry back the information to someone who was not present at the scene of the event.
- Reports are important tools of decision making and should be written very objectively.
- Another Definition → A report is a technical document which is result of thorough investigation written for specific audience in a well defined

format, language easy-to-understand, it interprets and analyses the data and derives conclusion and recommendations, if asked.

Features :-

1. A report is written not to impress but to express, and its importance has nothing to do with its bulk.
2. The language in which it is written is clear, straightforward, simple English.
3. Present the data as objectively as possible. The facts presented should be audience oriented.
4. The report should be highly relevant apart from being precise.
5. The success of the report lies in clarity and brevity.
6. The language should be grammatically correct. Report should be structured.
7. Proper use of illustration must. which includes tables, figures, graphs, photographs, charts, maps.
8. There must be unity in the text. Should be properly connected using cohesive markers.
9. The report should be neatly bound and documented.

Q2 Write about various technical / organizational documents.

A2 Various technical / organizational documents are :-

- Business Letters
- Reports
- Memorandum
- Letter Reports
- Circular
- Notice, Agenda and Minutes
- Electronic Mail
- Technical Proposal
- Research Paper

Memo Reports

Memorandum is a piece of official as well as business writing which is circulated within the organization. Since it is an internal communication and

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it is also called inter-office memorandum.

Letter Report

- A Report written in a business letter format.
- Informal yet formal.
- Circulated both inside and outside the organization.
- Some scope for illustrations.

Circular

- A short piece of business writing which is to be circulated to everyone concerned in the organization.
- Circulated both within and outside organizations.
- Helps in launching and promoting new product and policies.
- Aims at making matters of general interest known to several persons.

Minutes

- Describe the happenings of the meeting.
- Provide written description of the events of the meeting.
- are written by the secretary of the meeting.
- record logical sequencing of the happenings of the meetings.
- serve as records for future references.

Agenda

- List of items to be discussed in the minutes.
- Agenda is often attached to the notice.
- Informs members in advance about the matter to be discussed in the meeting.

- Prepared by the secretary in consultation with the chairman.
- The agenda is kept a secret during an urgent meeting.

Electronic Mail

- One of the fastest modes of communication
- Discretion to be used while drafting and sending an e-mail.
- Avoid using words in capital
- Avoid sarcasms and satire.
- Watch your tone.
- Keep signature line brief

Research Paper

- A formal and systematic piece of writing structured from the findings of a research in a specific discipline.
- Creative and innovative idea.
- Process of discovering new and novel ideas to bring change.

Q3 Describe and define various formats of business letter.

A3. All houses are made of bricks, cement, etc. But what makes each house distinct is its layout and format. Likewise, a business letter in addition to its various requisites, such as structure and style, stands well-crafted by the way it has been formatted.

The different formats of business letters are:-

- | | |
|---------------------|-------------------------|
| (i) Block format | (iii) Semi-Block format |
| (ii) Modified Block | (iv) Simplified format. |

Full Block

- Time as a commodity, they always try to make best use of it.
- In a full-block format, all parts of letter start at the left-hand margin.
- There is no punctuation followed, except in the body of the letter.
- Double space is followed between salutation and subject line, and between the end of the body and the complimentary close.

Date

Address

Salutation

Subject:

Body

Complimentary Close

Signature

Enclosure

Modified Block

- It is a block because the address, subject line and salutation are aligned with the left hand margin.
- The paragraphs in the body are blocked.
- What makes it a modified block is that date, complimentary close

and signature are placed between the right-hand margin and the centre of the page.

Address Date

Salutation

Subject

Body

Complimentary Close
Signature

Semi - block Format

- What makes it different is in the use of paragraphs which are indented.
- The inside address is written on the left-hand margin. Different from full block and modified block styles, this format allows punctuation in salutation and complimentary close.

Sender Address

Sender's Contact details

Date

Receiver's Address

Salutation

Subject

Body

Complimentary Close,
Signature

Simplified Format

- Present-day world give preference to ends than to means
- This format is used when the writer is not aware of the status and the gender of the receiver. The letter doesn't seem to have salutation and complimentary close, and is addressed quite often to the company and not to any specific individual. The date, complimentary close and signature are spaced on the right-hand margin. To make the letter more specific, the attention line is also written in capital letters.