UNIT-V NOTES

1. **What is a Report**
- A written document describing the findings of some individual or group
- The act of informing by verbal report
- Report is an account of or a statement about something that happened in the past. Etymologically, 'report' means to carry back because 're' means *back* and 'portare' means *to carry*. Thus, report is a description of some event or situation that has already happened.

2. **Business Reports:**
- A business report is a formal communication written for a specific purpose, conveying authentic information to a well-defined audience in a completely impartial and objective manner.
- Written in a conventional or usable form, it describes the procedures followed in the collection and examination of data, analyses the facts collected, derives conclusions from them, and gives recommendations, if necessary.

3. **Salient Features of a Report:**
- <u>A formal piece of writing</u> – A report is a formal piece of writing. It is not a document where one expresses his/her ideas and feelings freely. It is essentially written in accordance with certain rules and norms.
- <u>A factual account</u> – Every report is a collection of data for the intended readers who will make efficient use of it. The facts contained in a report may be an account of something that has already happened or something latest, an account of any new information, any plan for a course of action etc.

- <u>Written with a specific purpose</u> – It originates with a need, desire or purpose. It is written to help the intended readers to keep track of information or to take important decisions or actions.
- <u>Written in an organized manner</u> – Since reports are based on facts, they have an organized structure. While writing a report, a proper planning and presentation of data is quite important.
- <u>Written for a specific audience</u> – Since, the subject matter of a report is related to the readers, it is always written with kind of audience in mind.
- <u>Includes only relevant information</u> – A report includes only essential information. Redundant language should be avoided. Only that information should be included which helps readers save their time and make them understand the matter clearly.

4. **Types of Written Reports:**
   A. Informal-
      a. Letter
      b. Memorandum
   B. Formal-
      a. Informational
      b. Interpretative
      c. Routine Periodic
         i. Progress
         ii. Laboratory
         iii. Inspection
         iv. Inventory
         v. Annual/Confidential

5. **Oral vs Written Reports**

Oral Reports	Written Reports
Spoken	Written
Presented face to face	Not necessarily
Easy for the speaker since preparation is already done and difficult for listener	Easy for the reader to take his/her own time in grasping the facts but difficult for the writer since

	he/she must gather facts, analyze them, and draw conclusions.
Ephemeral in nature	Permanent record of information
Immediate clarification is possible	In the absence of face-to-face communication, immediate clarification is not possible
Less accurate and reliable	More accurate and reliable
Informal	Formal

6. Short Reports:

- A short report is just like any other report but with fewer pages. It should state the key report objectives, summarize the background information, review the alternatives and recommend a way forward. Treat the report as a project – plan for it, then write it in a clear and simple style.
- PURPOSE:
    - When a brief written communication is necessary and can do the job for the reader.
    - For example, a weekly or monthly financial or production report can be handled by a Short Report.
    - Or a proposal for a simple project or improvement on a process can be written up in a Short Report.
- WHAT IS THE FORM?
    - Can be written as a Letter or as a memo
    - Memo when it is written within the department or company. (Sometimes a letter is OK here)
    - Letter when it is written for outside your company.

7. Parts of a Report:

- There are usually 4 parts.
    - Summary
    - Background (which is optional and not always necessary)
    - Body (main contents) The content may even include a simple, small chart or diagram (if it contains lots of information, is complex or several pages, then include it in the "attachments" section). When

you use HEADINGS and a list . . . remember that after each heading it is more effective to write a short sentence or phrase to INTRODUCE the list.

- o Recommendation or Conclusion (use either one, depending on the subject/purpose of your report).

8. What is copy editing?

Copy editing is the process of revising written material to improve readability and ensuring that text is free of grammatical and factual errors**.** It is a process that ensures that text is correct in terms of spelling, grammar, jargon, punctuation, terminology, semantics, and formatting.

9. What is copy reading?

The process of arranging, correcting, and selecting the quality and type of a news. It is also called copyediting.

10. What is the importance of copy reading?

Copyediting is the most basic type of editing, where someone checks the text for spelling and grammar mistakes, and checks facts like dates and the spellings. In journalism and publishing it's extremely important.

11. What does the copy editor do?

The copyeditor's work is to ensure that the document meets all the conventions of a good writing. In addition to this, a copyeditor sees to it that the writing complies with the conventions of grammar, proper and correct vocabulary is used, and the text contains correctly placed appropriate punctuation marks. The person who does the job of editing is called "**COPYREADER** or **COPY EDITOR**".

12. What are the responsibilities of a copy editor?

- o To edit grammatical errors (Spellings/Tenses/Subject-Verb Agreement/ Punctuation errors)
- o To edit errors of fact & Accuracy
- o To edit verbose copy
- o To write the headline
- o To delete opinion or slant libelous statements
- o To proofread text and verify factual correctness of information, such as dates and statistics
- o To check text for style, readability, and adherence to editorial policies
- o To arrange page layouts of photos, articles, and advertisements

13. Types of Copy Editing

1. Proofreading: The process of checking grammatical accuracy of written content
2. Line Editing
3. Fact-Checking
4. Rewriting

14. What is Line Editing?

More art than science, line editing ensures that the sentences in a book or article are as effective as they can be. A line editor is attentive to the writer's individual style (for that reason, the job is sometimes called stylistic editing) and approaches the manuscript as a careful reader.

A line editor works line-by-line, tightening up sentence structure so the language is sharp and clear. They look closely at how a writer's word choice and syntax contribute to the tone or emotion of a piece of writing. Finally, a line editor is concerned with the overall pacing and logical flow of a piece.

15. Symbols of Copy Editing

Proofreading marks, or editing symbols, are specific, universal marks drawn on a piece of writing to identify errors. Writers may use proofreading marks during the process of proofreading their writing to identify errors and changes to be made.

Copyediting Symbols

Symbol	Meaning	Example
ℐ	delete	I love edditing!
ℐ	delete, close up	I also love proof reading!
✗	replace letter	Melinda went into a trance.
——	delete word	It's in the the back yard.
✗∧	insert	My telehone kept ringing all night.
⌡	insert space	Why won't he go away?
#	insert space	The graffitiletters were unreadable.
∿	transpose	You should trasnpose the letters.
⌣	close up space	Eliminate the ext ra space.
≡	capitalize	john works at the ibm factory in ohio.
=	small caps	The alarm rang at 6 a.m.
/	lower case	It's not a Federal case.

16.Objectives of Copy Editing

"The main aims of **copy-editing** are to remove any obstacles between the reader and what the author wants to convey and to find and solve any problems before the book goes to the typesetter, so that production can go ahead without interruption or unnecessary expense.

➢ The objectives of copy-editing include checking for homogeneity in the style of the writing
   – reorganizing the content for clarity
   – logical progression
   – correcting improper grammar
   – word choice and checking citations

There are various kinds of editing.

1. Substantive editing aims to improve the overall coverage and presentation of a piece of writing, its content, scope, level and organization. . . .
2. Detailed editing for sense is concerned with whether each section expresses the author's meaning clearly, without gaps and contradictions.

3. Checking for consistency is a mechanical but important task. . . . It involves checking such things as spelling and the use of single or double quotes, either according to a house style or according to the author's own style. . . .'Copy-editing' usually consists of 2 and 3, plus 4 below.
4. Clear presentation of the material for the typesetter involves making sure that it is complete and that all the parts are clearly identified."

17. Tips on Editing

- Keep an editing checklist
- Edit line-by-line
- Break up long sentences
- Use digital tools
- Put yourself in your reader's shoes
- Read your writing out loud
- Make paragraphs smaller and sentences shorter
- Avoid ambiguity and using excessive jargons

18. Types of Writing Style

1. **Narrative Style**: This type of writing is used when telling a story, it doesn't matter whether the story is fictional or based on fact. This type of writing is one of the difficult tasks to master but when done correctly, makes very easy for reading. The author needs to get the audience to enter the story using words. Narrative writing usually has a series of characters and is often written in first person narration. The narrative text will also always feature a beginning, middle, and end.

2. **Descriptive Style:** Descriptive writing involves capturing every detail. The goal is to really immerse the reader in the experience, making them feel like they are there. It allows the author to describe something in a descriptive manner, this could be a person, a place, an object, or a situation. The language in a descriptive piece of writing appeals to the senses with the writer detailing how things look, smell, sound, etc.

3. **Expository Style:** Expository writing is used to convey information (as opposed to creative writing, such as fiction). It is the language of learning and understanding the world around us. If you've ever read an

encyclopedia entry, a how-to article on a website, or a chapter in a textbook, then you've encountered examples of expository writing.

4. **Persuasive Style:** When writing a persuasive essay, the author's goal is to sway the reader to share his or her opinion. It can be more difficult than making an argument, which involves using facts to prove a point. A successful persuasive essay will reach the reader on an emotional level, much the way a well-spoken politician does. Persuasive speakers aren't necessarily trying to convert the reader or listener to completely change their minds, but rather to consider an idea or a focus in a different way. While it's important to use credible arguments supported by facts, the persuasive writer wants to convince the reader or listener that his or her argument is not simply correct, but convincing as well.

19. **Various Types of Writing**

- **Objective writing**: In this is a type of writing author backs up with data or facts and does not express personal opinions
- **Subjective writing:** In this type of writing the author expresses personal opinions and thoughts
- **Creative writing**: In this type of writing the author uses his imagination and creates a scenario
- **Review writing**: In this form of writing the features of a product, item, place, etc. are described
- ❖ An abbreviation formed from the initial letters of other words and pronounced as a word is called an 'Acronym.' E.g., UNESCO (United Nations Educational Scientific and Cultural Organization)
- ❖ Jargon refers to the specialized language of a professional or occupational group. While this language is often useful or necessary for those within the group, it is usually meaningless to outsiders. Some professions have so much jargon of their own that it has its own name; for example, lawyers use legalese, while academics use *academese*.

20.Referencing:

- Referencing is a standardized way of acknowledging the sources of information and ideas that one uses while writing a manuscript, and which allows the sources to be identified.
- It is a method used to demonstrate to the readers that the writer has conducted a thorough and appropriate literature search and carried out appropriate reading. (Source: https://www.slideshare.net/harikafle944/referencing-citation-57924617)

21.Why Referencing?

- Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what the writer has written and understand the cited author's work.
- If the works or ideas of other authors are not duly cited, it means copying and plagiarising, which is a cognizable offence. (Source: https://www.slideshare.net/harikafle944/referencing-citation-57924617)

22.With all referencing styles, there are two parts to referencing:

1. Citing (In-text citations)
2. Reference List

The citation contains only enough information for the reader to find the source in the reference list. Usually, this is the name of the source's author and the year the source was published.

23. Referencing Styles:

- Referencing is a formal system: there are rules and standards to follow when formatting citations and references
- The referencing styles are subtly different, and different colleges and departments may ask you to use different styles
    - **American Psychological Association (APA)**
    - **Modern Language Association (MLA)**
    - **Oxford Style**
    - **Harvard Style**
    - **Chicago Style**

- o **IEEE Style**

24. Steps to Referencing:
   - Record the full bibliographic details and relevant page numbers of the source from which information is taken
   - Punctuation marks and spaces in the reference list and citations are very important
   - Follow the punctuation and spacing exactly
   - Insert the citation at the appropriate place in the text of your document
   - Include a reference list that includes all in-text citations at the end of your document.

25. Most common style of Referencing:
   - In the technical field, the most common referencing style is APA
   - The students need to know the style of referencing so that the sources are duly acknowledged.
   - In the technical field today, the APA 7th Ed. is followed.
   - Entries are listed in alphabetical order at the end of the manuscript/report.
   - Each entry has four basic parts:
   - The name of the author
   - The year of publication
   - The title
   - The publisher's name
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26. Ethical Writing:

- A writing that clearly indicates (via documentation) where source material has been incorporated into one's own writing.
- Using correct and authentic data.
- It acknowledges a range of perspectives on an issue.
- Writing with a level of inclusion, respect, and acknowledgement of diversity.
- The importance of ethical writing, then, is based not only upon the avoidance of plagiarism, but also avoiding the weaknesses of bias and exclusive language (sexist, racist, homophobic, etc.) This strengthens the credibility and persuasiveness of the writer's argument.

27. Citing Sources:
- Cite sources properly, using the most recent documentation style sheet/manual available.
- Cite any and all ideas that are "borrowed" (anything that did not originate with you).
- Cite BOTH paraphrases and direct quotes.

28. Plagiarism:
- Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense
- What is Plagiarism?
  - **According to the Merriam-Webster online dictionary, to "plagiarize" means:**
  - to steal and pass off (the ideas or words of another) as one's own
  - to use (another's production) without crediting the source
  - to commit literary theft
  - to present as new and original an idea or product derived from an existing source

29. What is considered Plagiarised?
- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks

- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
  (Source: https://www.plagiarism.org/article/what-is-plagiarism)

30. Ways of Plagiarizing:
- Direct Copying: It is directly copying the ideas, messages, texts, projects etc. of others and labelling as your own.
- Paraphrasing: It is changing the language of the text or others and labelling as yours.
- Word Switching: Plagiarism where the writer changes a few words in the original text of another.
- Self-Plagiarism: It is any attempt to take any of your own previously published text, papers, or research results and make it appear brand new.

31. Plagiarism – An Offence
- Plagiarism is governed by Section 57 and Section 63 and Section 63 (a) of Copyright Act, 1957.
  - **As per Section 57 of the Act, provide authors the right (special right)**
    - to claim authorship of their work
    - to detain or claim damages in respect of any modification, distortion, mutilation, or other act related to the said work which is done before the expiration of the term of copyright if such act would be damaging to his honour or reputation
      Source: https://www.nrilegalservices.com/laws-relating-to-plagiarism-in-india/