BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI (RAJASTHAN)

I Sem./II Sem./Summer Term 20 - 20

TEST/QUIZ __Mid - Sem__

Sec. No._____

Instructor's Name_____

Date ___Wednesday 11/10/17___

Day ___Wednesday___

Course No. ___F 112___

Course Title ___Tech Report Writing___

ID No._____

Name_____

No. of Supplementary copies attached : _____

Question No.	Marks obtained	Student's request for rechecking with remarks	Examiner's remarks
1.	21·50		
2.	25·5		
3.			
4.			
5.			
6.			
7.			
8.			
Total	47·00		
	(in figures)	(in words)	

Examiner's Signature

INSTRUCTIONS TO CANDIDATES ·

(1) Write clearly and legibly. (2) Enter all the required details on the cover of every answer book. (3) The question number given in the answersheet by the student while answering the question should be the same as in the question paper. (4) Start answering every question from a new page. (5) Write on both sides of the sheet in the answer book. Rough work if any, should be done at the bottom of the page. Finally cross it out and draw a horizontal line to separate it from the rest of the material on the page. (6) Any answer crossed out by the student will not be examined by the examiner. (7) A supplementary answer book should not be asked for until the first answer book is filled up. (8) No sheet should be torn from the answer book. (9) Use of any unfair means will make the candidate liable to disciplinary action. (10) No paper should be brought in the examination hall for scribbling on. (11) A student should not leave the examination hall without handing over the answer book to invigilator on duty.

Q1

(a) The type of report ~~or required~~ used in the above situation is an <u>interpretive report</u>.

Interpretive ~~reports~~ report will be used because. there is a problem which requires corrections and solutions. The business resource manager has ~~a problem~~ to analyze the problem of declining sales. To ~~rec~~ rectify the problem, he will collect information and data from various sources like company databases, ~~be~~ store ~~may~~ managers, progress reports and interpret this data. He will ~~suggest~~ ~~think~~ look into the elements ~~of things~~ ~~sales~~ that ~~harm~~ harm the sales the most, then he will and draw conclusions to the ~~root~~ causes of problem. Furthermore ~~he~~ he will suggest alternative business models, strategies to solve the problem. All these are characteristics of interpretive report.

(b) Definition of a report :-

A report is a ~~to~~ <u>formal</u> communication written with a ~~spec~~ specific ~~purpose~~ purpose, it includes the procedures involved in <u>collecting</u> and <u>analyzing</u> the data, <u>its significance</u>, the <u>conclusions</u> drawn from it and <u>recommendations</u> if required

. Formal :- A report is a type of formal communication. It has a particular style for writing. ~~State~~ Sentences should not contain informal elements (like clichés), redundant expressions, circumlocutions, and ambiguity. ~~It~~ The ~~written~~ report should be plain, ~~cover cover~~ concise, and effective. It shouldn't have poetic lines or to difficult words; that is, a ~~re~~ report should be reader friendly. Keeping in mind the audience, technical terms and jargons have to be used. ~~Formal communication features~~ Reports should be impartial and ~~straight~~ straight to the point.

Example~~y~~ :- For a report on condition of classrooms we do not write
we write → ~~Slow~~ longer and longer the slow fan spun, hotter it became. (wrong)
→ The classrooms were hot because of slow fans.

Specific Purpose :- A~~re~~ report is objective in nature. It should not deviate from its ~~original original original~~ original track. It should always bear the purpose of report and ~~its~~ its scope. It should cover all the required points and topics, but only in the required depth. B

Example ~~y~~ :- For a ~~re~~ report on "effect of internet on ~~studies~~ academic ~~perform~~ performance of the students"; the hot and humid conditions of the class should not be mentioned.

Collecting the data :- A report o also tells about the methods used to collect the data. Different methods of data collection vary in comprehensiveness, demographics, or ~~can~~ representation. Using correct method of data collection to ~~an~~ acquire correct, accurate ~~and~~ and ~~clear~~ ~~information~~ reliable information is necessary. There are two sources of data collection → primary sources
→ Secondary sources.

③

Example :- In a report for literacy rates in Rajastan, the state government collects the data from the census of 2015.

Mentioning the source is relevent, because information might be used from out-dated sources as ~~the~~ seen in the above example.

Analyzing the data :- Methods used to interpret the data also have to shown. This ~~is because different methods would have different interpretations.~~

② is because specific methods may yield specific results.

Example :- Considering the average rainfall of Mumbai as 100 inches, a scientist reported ~~that~~ the relation between global warming and the change in rainfall.

The scientist's method, taking the average rainfall as the reference level, ~~had~~ has to be shown for other scientists to understand ~~and~~ the ~~report~~ report.

~~Conclusions :- So Every report~~

Significance :- ~~Significance~~ of the interpretation of the data has to be stated in a report.

Example :- for a report ~~stating~~ on effect of internet on academic performance of students, the ~~collected~~ collected and analyzed data, should also have the significance of it. In this case, it would be ~~the~~ ~~that~~ that "No. of study hours decreased in proportion to the increase in internet usage time. Internet distracts ~~and~~ the students from the things they have to do".

Conclusions :- Every report has a conclusion. Conclusion ~~reports~~ ~~and~~ summarizes the findings of the report.

Example :- A report on declining sales would be concluded with the ~~steps~~ factors affecting the sales in a well organized manner.
→ A report of effect of global warming, would state all the

effects in the environment observed.

A conclusion states the findings of the report, whether they ~~stretched~~ ~~their~~ our ~~objective or not~~. Showed a particular

In a nutshell,
A conclusion states the findings of. the report.

Q7/

Ans   Personal Details

. Name of parent/guardian — _____

Name of the student — _____
(associated with parent/guardian)

Student role number — _____

Residence City and state — _____

Q1/   ~~No communications~~ When your child was accepted in the university,
Were
~~Was~~ the admission letter and the corresponding details communicated on ~~than~~ time?

Yes / No → _____

③

If No, check the following mode of communication that didn't convey the message
on time. [√ for not on time, ✗ leave blank if satisfactory]

Email   ☐
Telephone call ☐
Letter (by post) ☐

Choose (one) of the following options
or more!

Q2
How difficult was it to find accomodation in Madhopur during admission time ?

(a) Prior booking was required [for ~~hotel~~ outside campus]

(b) ~~the~~ Accomodations were amply available. [for outside campus].

(c) ~~Guest house Compet~~ ~~guest house~~ ~~Campus~~ ~~hostels~~ Had to stay with student in the hostel rooms.
③

(d) Campus management alloted rooms upon finding no accomodation.

Q3 //
~~How~~ # Which ~~of~~ one of these were a ~~discomfort~~ problem in the orientation ?

(a) -~~Incomplete~~ Less coverage of the facilities

(b) Lack of adequate staff to support the number of students and ~~poor~~ parents.

(c) Lack of infrastructure.
③

(d) No problems.

Q4
Q4 //
How ~~did~~ the ~~staff~~ ~~interact with~~ How were the staff interaction in the orientation ?
and
(a) The staff were courteous ∧ polite.
(b) The Staff failed to convey their messages across. ③
(c) The staff was rude and unresponsive.
(d) The staffs were under-informed of their duties.

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Food arrangements.

Q5 1 → ~~possitless~~ poor ←
    2 → good
    3 → ~~cexcel~~ excellent
    4 → exceptional

~~How~~ **or** Rate the quality of food in the orientation on a scale of 1-5, wher[e]

_____

(2.5)

Q6 1 → less
    2 → just adequate
    3 → ample
    4 → excess food.

Rate the quantity of food in their stay during these times on a scale of 1-4

    Lunch   _____
    Snacks   _____
    Dinner   _____

(2.5)

Q7,, Rate the cleanliness and hygiene of the campus messes. ____ on a scale of 1-3

    1 → Clean & satisfactory

    2 → Clean but could be done better

    3 → Hygiene Unsatisfactory and not clean. (2·5)

Auxilary Services

Q8,, Were enough boxes.

Q8,, Were the banking services satisfactory with regarding student benefits ?

    Yes /No ____ (3)

If no, check the boxes which were the problem.

    Less options ☐

    Too many options ☐

    Unsatisfactory rates ☐

Q9,, Were the medical services satisfactory?

    Yes /No ____ (3)

(25·5)