MCAC 105
Unit 3
Technical writing

Unit 3 Syllabus

- Scientific and technical writing
- Formal and informal writing
- Report
- Letter
- Memorandum
- Notice
- Agenda, and minutes
- Oral presentation

Scientific writing

Scientific writing is not just writing about science; it is the technical writing that scientists do to communicate their research to others. ... Communicating facts, figures, and methods used in research—as well as the description of the results—has to be precise and exact.

General Considerations for Scientific Writing

- Thoroughly understand your sources.
- Support everything with evidence, and distinguish fact from possibility.
- Know your audience.
- Never make your readers work harder than they have to.

Questioning Your Sources

- What specific questions were asked?
- How was the study designed, and how did the design of the study address the question posed?
- What are the specific results of the study? How convincing are they?
- What assumptions were made? Did they seem reasonable?
- What contribution does the study make toward answering the original question?
- What aspects of the original question remain unanswered?

Types of Scientific Writing

- Descriptive,
- Analytical,
- Persuasive and
- Critical.

For example, in an empirical thesis:

- you will use critical writing in the literature review to show where there is a gap or opportunity in the existing research
- the methods section will be mostly descriptive to summarise the methods used to collect and analyse information
- the results section will be mostly descriptive and analytical as you report on the data you collected
- the discussion section is more analytical, as you relate your findings back to your research questions, and also persuasive, as you propose your interpretations of the findings.

Elements of the Scientific Paper

1. **Title**
2. **Abstract / summary**
3. **Introduction**
4. **Methods**
5. **Results**
6. **Discussion**
7. **Works Cited**
8. **Appendices**

Introduction

- Generally written in present tense
- Establishes the framework for the entire paper.
    - Background information that leads to a clear statement of the specific issue(s) your paper will address (the topic)
    - An argument that justifies the study – why did you write this paper/conduct this research? How does it relate to other research?(the justification)
    - A (brief) explanation of your results and conclusions.
- Stick to the point! Only include information that is *directly* relevant to the paper.

Methods/Materials

- Generally written in past tense

- A balanced level of detail–enough to replicate your results without overwhelming your reader

- Remember–be precise!

- How did you collect your information, and what did you do with it?

  - Include formulas, measurements, software, locations, test subjects, alien invasions … *everything*!

  - Consider *any factor* that may have influenced your results.

Results

- Usually written in past tense
- What did you find out?
- Present your results *without* interpretation.
- Don't exclude information, even if it conflicts with your expectations or with your hypothesis.
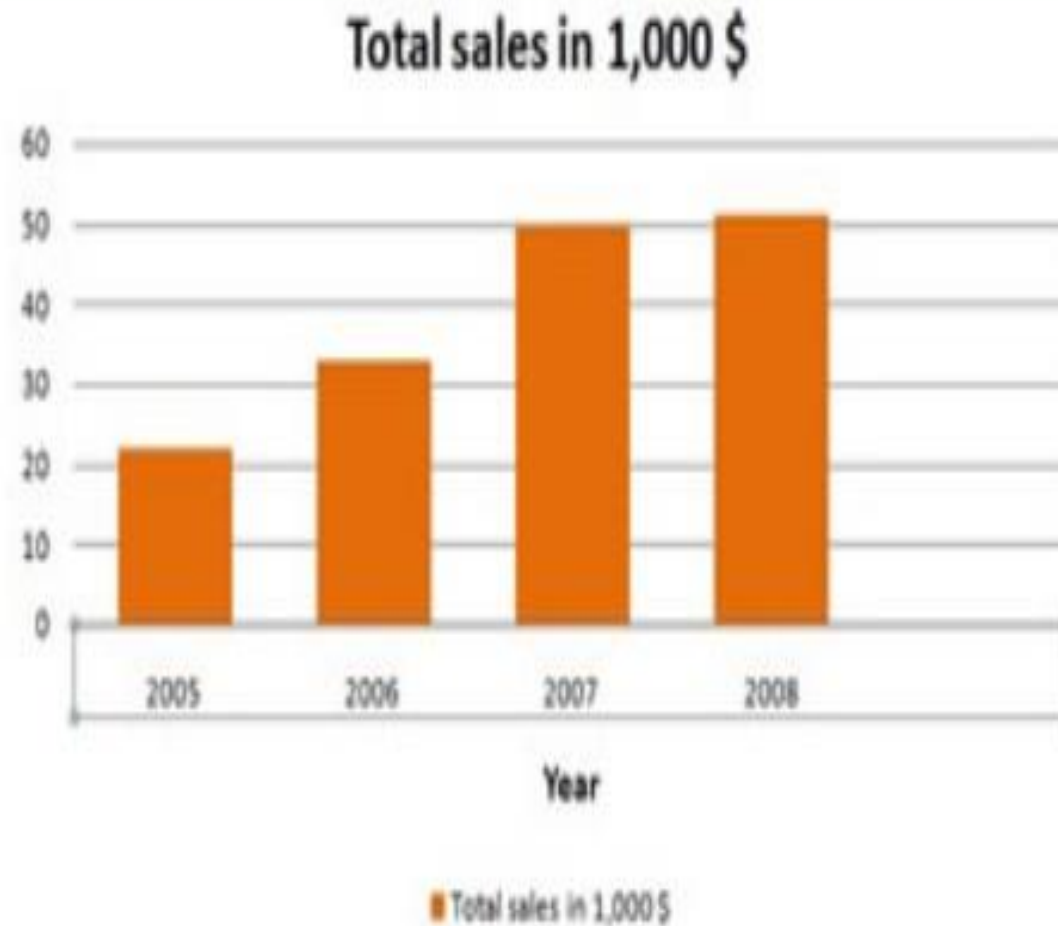
When to use

Line graphs are especially effective at showing trends (how data changes over time) and relationships (how two variables interact).
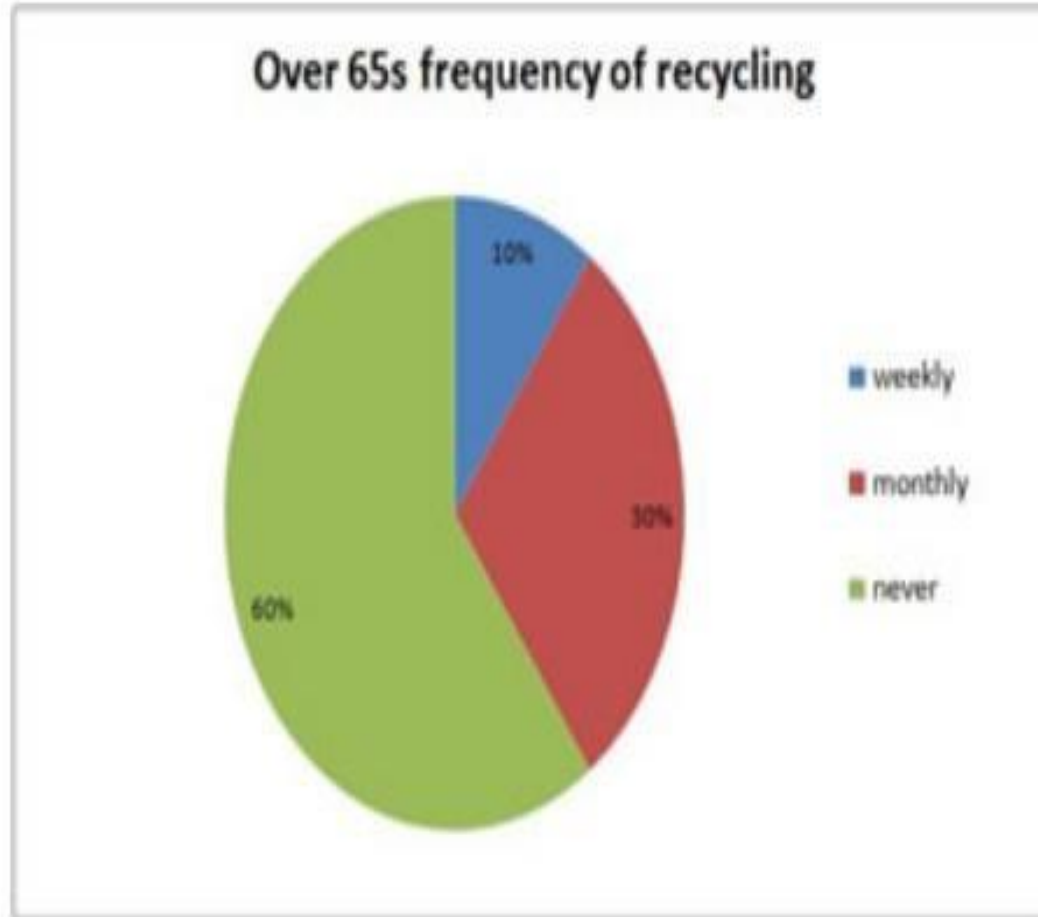

Average weight of piglets in kg
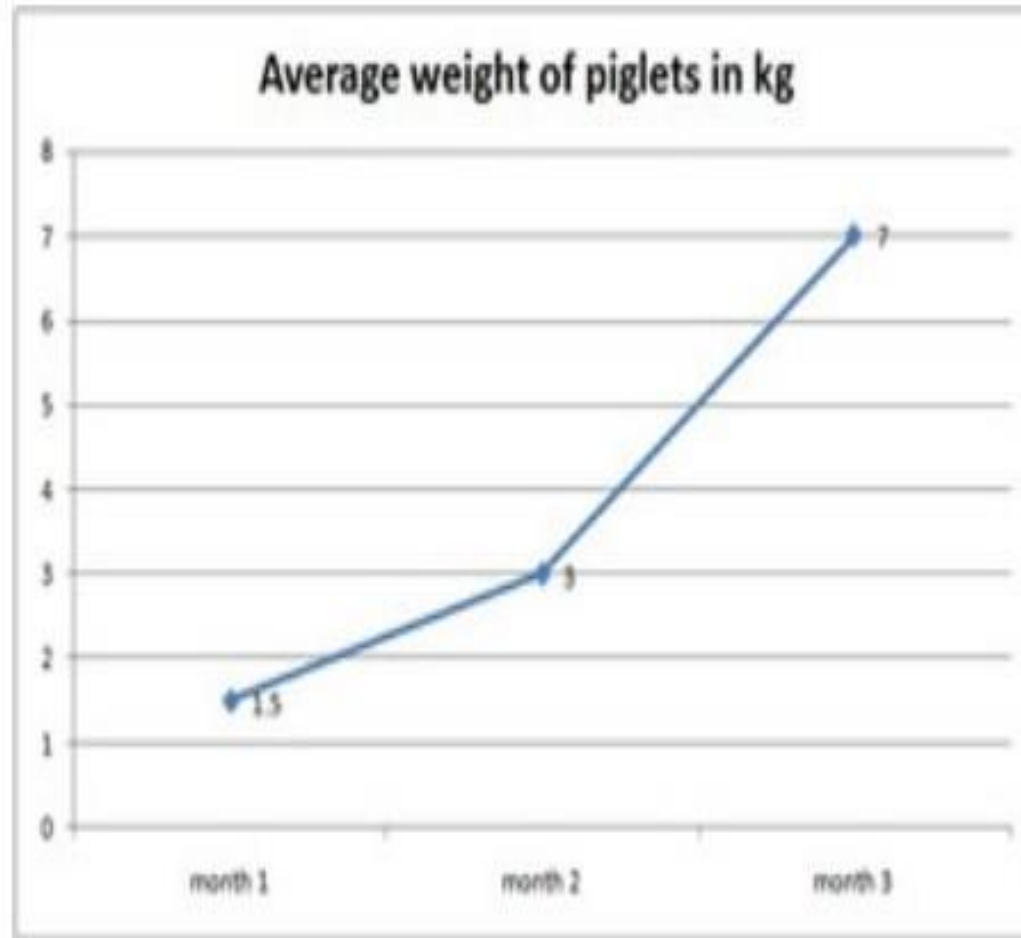
When to use

Bar charts/graphs are good when you want to compare discrete items. The bars can be vertical or horizontal. Making them different colours can help the reader to differentiate each result..

Total sales in 1,000 $

When to use

Pie charts show the proportion of the whole that is taken by various parts.

Over 65s frequency of recycling

- weekly: 10%
- monthly: 30%
- never: 60%

Discussion

- Typically written in present tense
- What do the results mean?
  - What did you expect, and why?
  - Did the results match your expectations?
  - How do your results compare to the work of earlier researchers?
  - Based on your results, what questions would you ask next?
- Remember to clearly distinguish facts from possibilities.

Review

- Thoroughly understand your sources.
- Support everything with evidence, and distinguish fact from possibility.
- Know your audience.
- Never make your readers work harder than they have to.

Technical Writing

Technical writing

- Technical writing introduces you to some of the most important aspects of writing in the world of science, technology, and business the kind of writing that scientists, doctors, computer specialists, government officials, engineers, and other people do as a part of their regular work.

- Technical writing is the delivery of technical information to readers in a manner that is adapted to their needs, level of understanding, and background.

- Technical writing is intended to communicate to a specific audience, for a specific purpose.

Technical Writing Requirements

- Cohesion
  - The presence of keywords that keep flow from one sentence to the other
  - Try to match end words with first words
- Coherence
  - One topic
  - First sentence emphasizes at the end the themes of the topic
- Clarity:
  - Methods for developing ideas precisely
  - Answer reporters questions (who, what, where, when, why, how)
- Conciseness
  - Limit paragraph, word, and sentence length.
- Accuracy
  - Grammatical or mechanical errors make writers look unprofessional and incompetent.
- Organization
  - Chronological
- Ethics
  - Ethics methods encouraging moral standards in technical writing

Formal and Informal Writing

Informal Writing Style

- Informal writing is similar to a spoken conversation. Informal writing may include slang, figures of speech, broken syntax, asides and so on.

- Informal writing takes a personal tone as if you were speaking directly to the reader. You can use the first or third person point of view **(I and we),** and you are likely to address the reader using second person **(you and your).**

- **Simple** - Short sentences are acceptable and sometimes essential to making a point in informal writing. There may be incomplete sentences or ellipsis(…) to make points.

- **Contractions and Abbreviations** – Words are likely to be simplified using contractions (for example, I'm, doesn't, couldn't, it's) and abbreviations (e.g. TV, photos) whenever possible.

Informal example

You know that letter I wrote to you the other day? Well I now regret ever writing it. I was not myself that day & felt very emotional because of all the trials that have been thrown my way. Sorry for putting the blame on you. I didn't mean what I said in that letter.

Formal Style

- **Complex**
  - Longer sentences are likely to be used
  - Be as thorough as possible
  - Introduce, elaborate and conclude each point.

- **Objective**
  - State main points confidently and support arguments
  - Show a limited range of emotions and avoids emotive punctuation such as exclamation points, ellipsis, etc., unless they are being cited from another source.

- **Full Words**
  - No contractions should be used to simplify words (in other words use "It is" rather than "It's").
  - Abbreviations must be spelt out in full when first used, the only exceptions being when the acronym is better known than the full name (FCI or SBI for example).

- **Third Person**
  - Formal writing is not a personal writing style.
  - The formal writer is disconnected from the topic and does not use the first person point of view (I or we) or second person (you).

Formal example

Being very upset and emotional, Becky decided to relieve some of her temporary anger in a letter written to Mark. She used some incredibly harsh words in her letter, as her intention at the time, was to let Mark know that she was upset with him and disappointed with his actions. To add to her personal relationship trials, she has also been dealing with other issues in her life that caused her to be an emotional wreck.

Example

- Informal Example (prepositional phrase)

According to teachers, ***coming up with*** ways to teach students formal writing style has been difficult.

- Formal Example (verb)

According to teachers, ***attaining*** ways to teach students formal writing style has been difficult.

Avoid Contractions

   -The student's grades ***won't*** improve until she prioritizes her time.

   -The student's grades ***will not*** improve until she prioritizes her time.

- Avoid Contractions

  -The student's grades **_won't_** improve until she prioritizes her time.

  -The student's grades **_will not_** improve until she prioritizes her time.

- Don't ask direct questions

  -What can be done to save electricity?

  -Ways that electricity can be lowered needs to be considered.

Example

Informal:

When you're thinking about how to solve a geometry problem, that's your cerebrum in action. It doesn't help you remember things, it also contains your memory, both long-term and short-term.

Formal:

For instance, when a person attempts to solve a challenging question, the cerebrum is *processing*, and *retrieving*, the information necessary to solve the question. The cerebrum does not only *store prior knowledge* or information, it also contains a person's memory, both long and short-term.

Formal and Informal Writing

Informal Usage

- every day
- casual
- Relaxed
- Friends/family
- Social media
- no strict rules (don't care much about applying grammar rules)

Formal

- Academic Setting
  - Reports
  - Essays
- Business Setting
  - Letters
  - Emails
  - Reports

INFORMAL	FORMAL
May use colloquial words/expressions (kids, guy, awesome, a lot, etc.)	Avoid using colloquial words/expressions (substitute with children, man/boy, wonderful, many, etc.)
May use contractions (can't, won't, shouldn't, etc.).	Avoid contractions (write out full words - cannot, will not, should not, etc.).
May use first, second, or third person.	Write in third person (except in business letters where first person may be used).
May use clichés (loads of, little did I know, etc.)	Avoid clichés (use many, unknowingly, etc.)
May address readers using 2nd person pronouns (you, your, etc)	Avoid addressing readers using second person pronouns (use one, one's, the reader, the reader's, etc.)
May use abbreviated words (photo, TV, etc)	Avoid abbreviations (use television, photograph, etc)
May use imperative voice (e.g. Remember....)	Avoid imperative voice (use Please refer to.....)
May use active voice (e.g. We have notice that.....)	Use passive voice (e.g. It has been noticed that....)
May use short and simple sentences.	Longer and more complex sentences are preferred (short simple sentences reflects poorly on the writer)
Difficulty of subject may be acknowledged and empathy shown to the reader.	State your points confidently and offer your argument firm support.

Report

Report

- A report is a presentation of facts and findings, usually as a basis for recommendations; written for a specific readership, and probably intended to be kept as a record.

- It is purely based on observation and analysis.

- A report gives an explanation of any circumstance.

- A report discusses a particular problem in detail.

Types of Report Writing

- During your time at university you may be asked to write different types of report.

- Laboratory reports.

- Technical reports.

- Reports of a work placement or industrial visit.

- Reports of a field trip or field work.

Contd...

- Mainly two types of report :

(a) **Thesis:** A long essay or dissertation involving personal research , written as part of a university Doctorate degree.

(b) **Dissertation**: A long essay, especially one written for a university degree or diploma.

Different steps in writing report

1. **Logical analysis of the subject matter:-**

- Primarily concerned with the development of a subject.

- There are two ways in which to develop a subject:
  (a) logically:
  (b) chronologically:

Contd..

2.Preparation of the final outline

- Outlines are the framework upon which long written works are constructed.

- They are an aid to the logical organization of the material and a reminder of the points to be stressed in the report."

Contd..

3. Preparation of the rough draft

- This follows the logical analysis of the subject and the preparation of the final outline.

- Such a step is of utmost importance for the researcher now sits to write down what he has done in the context of he is research study.

Contd..

4. Rewriting and polishing of the rough draft.

- This step happens to be most difficult part of all formal writing.

- "In addition the researcher should give due attention to fact that in his rough draft he has been consistent or not. He should the mechanics of writing- grammer, spelling and usage.

Contd...

5. Preparation of the final bibliography:-
- Next in order come the task of the preparation of the final bibliography. The bibliography ,which is generally appended to the research report.
- The bibliography should be arranged alphabetically.
- Generally this pattern of bibliography is considered convenient and satisfactory from the point of view of reader.

Contd..

6.Writing the final draft:-

- The final draft should be written in a concise and objectives style and in simple language.
- Avoiding vague expression such as a "it seems", " there may be ", and the like once.
- It must be remembered that every report should be an attempt to solve some intellectual problem and must contribute to the solution of a problem and must add to the knowledge of both the researcher and the reader.

BROAD DIVISION	INDIVIDUAL SECTIONS
1. Preliminary Material	Title of Report
	Table of Contents
	Abstract / Synopsis
2. Body of Report	Introduction
	Literature Review
	Methodology
	Results
	Discussion
	Conclusion
	Recommendations
3. Supplementary Material	References / Bibliography
	Appendices

Title page

- The title itself is an important opportunity to tell the potential reader what your research is about.

- Format for the title page is likely to be a required in your discipline, so you need to check what that is.

Title page bearing:
- the title of the dissertation,
- the degree for which it is submitted,
- the anticipated year of graduation, and
- the student's first name, initials and surname
- an accurate word count

Table Of Contents

a) The titles of parts, sections or chapters and their principal, and their principal subdivisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the report.

It is advisable to use numbers for;

      Heading: e.g. 5 ANALYISIS AND DISCUSSION
      Sub-heading: 5.2 Effect of Stress Level
      Sub sub-heading: 5.2.1 Mean Stress
      (No further sub-division is allowed)

b) Major headings and sub-headings are typed closer with the left margin.

c) Candidate is free to label or give title for each chapter as sensibly possible.

Declaration of Originality (optional)

The dissertation gives you the opportunity to carry out an original piece of research. This does not mean attempting to do something totally unrelated to anything tackled in the past. Rather, it means evaluating and building upon the work of others to make an additional contribution to knowledge.

'I hereby declare that this dissertation has been composed by me and is based on my own work'

Signature:_____

ACKNOWLEDGMENT

In this part, every person whom you want to mention or dedicate your work can be added here. It might be:

1. Family
2. Friends
3. Respondents
4. Collegues
5. Fellowmates
6. Subordinates
7. Professor....etc

Abstract / Summary

- The abstract should be placed immediately before the first chapter of the report.(not more than 300 words)
- It should take the form of a short factual statement identifying the topic of your study, the approach adopted & the findings.
- Including the conclusions.
- Birdseye view of the result
- It is likely to be used by future students and by other researchers.
- The abstract should give a brief exposition of the research problems. purposes of the study, scope of study, research approach and limitation.

Chp 1 - Introduction

Although this is the first piece of writing the reader comes to, it is often best to leave its preparation to last as, until then, you will not be absolutely sure what you are introducing.

- Background of study
- Statement of the problem
- Research Question
- Objective of study
- Limitations
- Company Profile

Chp 2 - Literature Review, Or Context Of The Study

The purpose of this chapter is to show that you are aware of where your own piece of research fits into the overall context of research in your field. To do this you need to:

- describe the current state of research in your defined area;
- consider whether there are any closely related areas that you also need to refer to;
- identify a gap where you argue that further research is needed; and
- explain how you plan to attend to that particular research gap.

Chp3 - Methodology

Methodology Checklist

Does the methodology (or research method)
section
- Plain when, where, and how the research was
  done?

- Include subsections or informative headings as
  appropriate (e.g., evaluation criteria)?

- Mention which method/tools were use to collect
  data

Purpose of Methodology

The method section answers these two main questions:

1. How was the data collected or generated?

2. How was it analyzed? In other words, it shows your reader how you obtained your results. But why do you need to explain how you obtained your results?

Chp 4 - Result / Discussion

- If you've organized, displayed and analyzed your data, it's time to write it up, and the place for this is the results section.

- The key to a great results section is **in describing your results** - you need to tell your readers exactly what you found out. This is where you document what was observed or discovered. It is not the place for discussion.

Discussion

This section has four purposes, it should:

- Interpret and explain your results

- Answer your research question

- Justify your approach

- Critically evaluate your study

Conclusions

This chapter tends to be much shorter than the Discussion.

It is not a mere 'summary' of your research, but needs to be 'conclusions' as to the main points that have emerged and what they mean for your field.

Recommendations

These can take two forms: recommendations for further study, or recommendations for change, or both. Each recommendation should trace directly to a conclusion.

Chp 5 -References

- Whenever you cite information (this includes graphics) from another source, you must credit the source in your References. Always check with your instructor to determine which reference style to use.

Appendices

When to use them
- Material that is related but supplementary to the main argument
- Brief material referred to throughout your dissertation, such as a piece of legislation or historical document
- Complex tables or data

Avoid using appendices just to avoid making hard editing decisions about material you cannot include in the final text – exceeding the word limit will usually be penalized and tutors will often not read beyond this.

Examples of appendix materials
- transcription(s) of interviews(s)
- examples and/or full results of questionnaires
- materials not published in standard sources such as correspondence between you and an author whose writing you are researching
- large tables of data

Letter

Letters are of two types –

1. Formal Letter

2. Informal Letter

Formal Letter

❖A Letter written for a formal purpose is called a Formal letter.

❖It addresses a serious issue.

Types of Formal letter

- Letter to the editor / Government / Police, Principal
- Order letter / Complaint letter
- Inquiry letter
- Business letter
- Application letter for job
- Letter to the Bank manager
- Invitation letter / Resignation
- Leave Application

FORMAL LETTER FORMAT

- A Formal Letter strictly follows the prescribed Format
- Use of colloquial words, abbreviations and slang language should be restricted.
- It must be precise and to the point.
- The Subject line is very important in a Formal Letter.

The Format of a Formal Letter is as follows

- **Sender's address:** The address and contact details of the sender are written here. Include email and phone number, if required or if mentioned in the question.

- **Date:** The date is written below the sender's address after Leaving one space or line.

- **Receiver's address:** The address of the recipient of the mail (the officer / principal / Editor) is written here.

- **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.

- **Salutation** (Sir / Respected sir / Madam)
- **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -
- **Paragraph 1:** Introduce yourself and the purpose of writing the letter in brief.
- **Paragraph 2:** Give a detail of the matter.
- **Paragraph 3:** Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).
- Complimentary Closing
- Sender's name, signature and designation (if any)

Informal Letter

- A Letter written for an informal purpose is called an Informal letter.

- It is written for a casual purpose.

Types of Informal letter

- Letter to parents

- Letter to siblings

- Letter to friends

- Letter to classmates

- Letter to neighbours

Format of an Informal Letter

- An Informal Letter does not strictly follow the prescribed Format.
- The language must be friendly and casual.
- It can have extra information.
- The Subject line is not required

The Format of an Informal Letter is as follows –

- Salutation / Greeting (Dear / Hi / Hello)
- Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -
- Paragraph 1: beginning
- Paragraph 2: Main content.
- Paragraph 3: ending
- Yours evers/Regards/ With regards/ Yours lovingly/affectionately/with love/ Best wishes
- signature.

Formal Letter Sample

Application letter to Bank Manager

Nowadays, everyone has a bank account and there are various operations associated with it like issuing or re-issuing an ATM card, issuing of bank statement, issuing a cheque book, etc. At one point of time or another, you may need to write an application addressing the bank manager for any of the above operations.

Application Letter to Bank to issue an ATM card

ATM card is the most basic requirement of today's world to handle your day to day transactions without walking miles to your concerned bank. It is so easy to get a new ATM card these days when you open an account with any bank. However, it is required to write an application letter if you have an open bank account but do not have an ATM card to withdraw the money. Here is the sample format of application letter regarding issuing an ATM card.

The Bank Manager

[Name of the bank]

[Name of the branch]

Respected Sir/Madam

Sub: Request letter to issue a new ATM card.

I had opened an account in your [Name of the bank] a few months back. But somehow, I didn't apply for the ATM card at that time. I have been doing the withdrawal process and other transaction processes through the bank only. Henceforth, I want to use ATM card to debit money as the same may save my time. So, kindly grant me a new ATM card as soon as possible. I would be very thankful to you for this kind act.

Thanking you

Account Details:

Name [as per bank record]: [your name]

Account Number [concerned bank]: [account number]

Yours faithfully,

[Signature]

Date:

Place:

Informal Letter Sample

Informal Letter - Sample

- Write a letter to your friend congratulating him/her on his/her success in the University exam.

B-32, sector-11,

AJK Apartment,

Chennai.

July 10, 2020

Dear Minna,

My happiness knew no bounds when I got to know that you have topped your University and achieved your dream. I felt so pleased that I wish I were there to congratulate you personally.

The result has proved that hard work, determination and perseverance bring good results. You were so laborious and passionate about it. I know you were very nervous too, but I was always very confident that you would come out with flying colours. I apologise that I couldn't even attend the celebration party despite my wishes.

Hope to see you soon. Please be encouraged and continue your hard work. Your future is very bright. My parents and elder sister have sent their regards and heartiest congratulations.

With lots of love and best wishes.

Yours lovingly,

Shifa

Memorandum

What is Memo?

- The word "memo" is short for memorandum .

- A memo is a note to a group of people telling them to do something, or informing them of a new policy(plan of action).

- A hard-copy (sent on paper) document.

- Used for communicating inside an organization.

- Usually short.

- Contains To, From, Date, Subject Headings and Message sections.

- Does not need to be signed, but sometimes has the sender's name at the bottom to be more friendly, or the sender's full name to be more formal.

Reasons to send out a memo could be:

- An IT guy sending a reminder that all passwords need to be updated every 60 days.

- An Office Manager reminding people to put all dishes in the sink by the end of the day.

- A CEO explaining a new bonus policy.

Parts of a Memo

- Standard memos contain four parts:

1. Heading
2. Opening
3. Body
4. Closing

1. Heading:

The heading segment of a memo
includes four elements:

1) To: (Name and designation of the recipient)
2) From: (Name and designation of the sender)
3) Date: (Complete and Current)
4) Subject : (Topic of the memo)

Example of Heading Segment

To: Mr. Amit
                Director Sales

From: Mr.Ravi
                Sales Manager

Date: February 11, 21

Subject: **SALES SUMMARY FOR THE YEAR 2020**

                            OR

Subject: Sales Summary for the Year 2020

2. Opening

- state purpose of memo, give the facts.

Examples:

"Here is a summary of the measures the Campus Security Department is taking to ensure that only authorized people are allowed into the administrative offices."

"As you requested, here is a copy of the annual sales report for our new product 'Mint Candy', launched in December 2019."

3.Body

- Body of the memorandum—single spaced
- The body of the memo contains the message of the memo.
- It describes, explains, and discuss the central idea of the memo ar includes all the details that   support the senders' ideas
- The body may contain a brief statement of the key recommendations the sender has reached.

4. Closing

- Make a courteous closing statement. Do NOT use "sincerely" or other letter-like ending.
- Example:

"Please send your recommendations to me by March 5, 2021 so that we are able to complete the project by the end of March, 2021."

Example Memo 1

To:
Health and Safety Committee

From:
Rana Ali
Chairperson, H&S Ctte

Date:
18 Feb,
2021

Subject:
Room Change for Next Meeting

The meeting on Saturday, 22 February has been changed to Room 101

Example Memo 2

To: Department Chairs

From: Dr. Kerns, CEO

Date: March 13, 2016

Subject: **Budgeted Fund for Office Supplies**

Please note that we have used more than 80% of the budgeted funds for office supplies for this fiscal year. We have over 3 months left in the fiscal year. Plan accordingly so that you do not overspend in this area.

_____-

Please see me to discuss circumstances.

_____-

Example Memo 3

To: All Staff

From: Dr. Jeff Joyner, President

Date: March 13, 2016

Subject: **Annual Company Picnic**

The annual company picnic will be held at Memorial Park on May 27, 2016. The event will be catered by Fresh Air Barbeque, with desserts by Nancy's Sweet Things. Immediate family members are invited. Please plan to join us! RSVP with Mrs. Taylor by May 1, 2016.

Example Memo 4

To: All Staff

From: The Boss

Date: June 1, 2006

Subject: <u>**New Memo Format**</u>

In order to make interoffice communications easier, please adhere to the following guidelines for writing effective memos:

- Clearly state the purpose of the memo in the subject line and in the first paragraph.

- Keep language professional, simple and polite.

- Use short sentences.

- Use bullets if a lot of information is conveyed.

- Proofread before sending.

- Address the memo to the person(s) who will take action on the subject, and CC those who need to know about the action.

- Attach additional information: don't place it in the body of the memo if possible.

- Please put this format into practice immediately. We appreciate your assistance in developing clear communications. If you have any questions, please don't hesitate to call me. Thank you.

Notice

Notice Writing

Introduction

How do we communicate

One to one?

One to many?

One to many for a period of time?

Notice Writing

What is a Notice ?

It's a formal means of communication.

What is its purpose?

To Announce / Display information

to a specific group of people.

To be pinned up on specific display boards

in schools / public places / newspapers

Notice Writing

Important Contents

1. Name of the organization issuing the notice

2. The title 'NOTICE'

3. Catchy Heading to introduce the subject

4. The date of the Notice

5. Body of the notice

6. Writer's Sign, Name (in Capitals) Designation

Name of Organization/office issuing the Notice

Date: mm/dd/yyyy

NOTICE

Heading

Body of the Notice

Signature

Name

Designation

Notice Writing

Points to Remember: 5 W's

— **What is going to happen,   -   the event**

— **Where it will take place ,   -   the venue**

— **When it will take place ,   -   date & time**

— **Who can benefit from the information**

— **Whom to contact**

Notice Writing

☐ **In Passive Voice**

☐ **Presented within a box**

☐ **Word limit: 40—50 (only words in body counted)**

☐ **Information given must be clear**

☐ **Should not cause any misunderstanding or confusion**

☐ **Catchy, appealing – Attract   attention at once**

☐ **Bold letters, catchy slogans, striking words/ phrases**

☐ **No Personal Pronouns**

☐ **Short but grammatically accurate   sentences**

Notice Writing

Marking Scheme

The name of the Organization, 'NOTICE',
the heading and the date   **….1 m**

The name & designation   **….½m**

Placing the notice within a box   **….½ m**

Content and language   **….2 m**

Exceeding word limit by 2 / 3 words   **— ½ m**

4 or more words   **— 1 m**

Notice Writing

On the occasion of National Science and Technology Day, the Delhi Public School, New Delhi has decided to organize a Science Fair. Vikram, the secretary of the Science Society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair. Write a notice in not more than 50 words.

Notice Writing

<u>Delhi Public School, New Delhi</u>

<u>Notice</u>

Date: <u>18 Feb, 2014</u>

<u>Meeting of Science Society</u>

On the occasion of National Science and Technology Day, the school has decided to organize a fair. All office bearers are requested to attend a meeting

in the **<u>School Library</u>**

on **<u>20 Feb 2014</u>** at **<u>10 am</u>**

to discuss the arrangements for the fair.

— **Vikram** ***(Signature)***

VIKRAM SINGH

(Secretary, Science Society)

Notice Writing

Ram Lakhani is the Head Boy of Bhavan's Vidyalaya, Chandigarh. He and some other students of the school are touched by the plight of the poor and the destitute in the state-run homes, and wish to make a difference in their lives by lessening their sufferings. They decide to raise funds for this purpose. Write a notice, not exceeding 50 words, making an appeal for generous donations.

Notice Writing

Bhavan Vidyalaya, Chandigrah

Notice

Date: 18th Feb 2014

Attention Please!
Lend a Helping Hand !!

Your help and co-operation are required to make a difference in the lives of the less fortunate living in the state-run homes. Donate generously. Deposit your contribution to the School Librarian

by **25 Feb 2014**.
During **Short Breaks / Lunch Breaks**
In the **School Library**

The money so raised will be spent on medicines and clothes for the inmates.

RamLakhani (*Signature*)

Ram Lakhani
(Head Boy)

Agenda, and minutes

Agenda

- A list of matters to be taken up (as at a meeting)
- The agenda is an outline of what the meeting will address.
- Always prepare an agenda for a meeting, even if it is only an informal list of main topics.
- The agenda should be distributed to attendees a day or two before the meeting.
- For a longer meeting in which participants are required to make a presentation, try to distribute the agenda a week or more in advance.

Agenda

- The agenda should list the attendees, the meeting time and place, and the topics you plan to discuss.
- If the meeting includes presentations, list the time allotted for each speaker.
- Finally, indicate an approximate length for the meeting so that participants can plan the rest of their day.

Agenda

- Use descriptive headings, indicating what is to be discussed with each item. No issue should be raised without a recommended course of action as this will assist the committee to think about solutions

- Ensure a logical flow from one item to the next.

- A review of the previous meeting's agenda can ensure continuity and follow up.

Agenda
<u>Nokia Mobiles</u>

A meeting of the regional managers of Nokia Mobiles will be held on Monday, May 21, 2021 in the Head Office New Delhi at 11:00 AM. The Following will participate in the meeting:

Mr. Amit Kumar   Managing Director Nokia Mobiles

Ms. Mona Singh   Manager Nokia Mobiles, Delhi

Mr. Manish   Sub Manager Nokia Mobiles, …….

                        Manager Nokia Mobiles,

The purpose of the meeting is to discuss:

1. Salary structure of the employees
2. Energy crises
3. Improvement in service
4. Launching the new products

Design Meeting Agenda

Purpose: To get creative ideas for the abc software
Date: Monday, March 11, 2021
Place: Conference Room E
Time: 9:30 a.m.–11:00 a.m.

Attendees: New Products Manager, Software Engineering Manager and Designers, Technical Publications Manager, Technical Training Manager

Topic	Presenter	Time
ABC Software	ABC	9:30–9:45
The Campaign	ABC	9:45–10:00
The Design Strategy	ABC	10:00–10:15
Discussion Led by	ABC	10:15–11:00

Minutes

- Minutes are the accurate written record of meetings
- It is useful to have a written record of the meeting, what you've decided to do and who is going to do it
- memories are unreliable!
- This is true even if the meeting is very small and informal

Minutes

- Minutes keep members of the group who weren't able to attend a meeting informed about what went on

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"OKAY, LET THE MINUTES SHOW WE'RE NOT ABSCONDING WITH THE MONEY UNTIL THE ECONOMY IMPROVES..."

Tasks involved

- Taking rough notes during your meetings.
- Writing up these notes neatly or typing them out.

- Copying and distributing them to relevant people.
- Keeping all minutes together in a file for future reference.

What should you write down?

- Don't try to write everything down – it's impossible and not useful.

- Concentrate on WHAT has been decided and WHO is going to do it. These are the most important things to have records of.

- Don't worry about producing the perfect minutes – it's not a test or a competition.

Writing rough notes

- The rough notes you take at the meeting need to be clear enough for you to make sense of them when you come to write them up! The following things can help:

- Start the page with the name of your group, date and place of meeting.

- Always put an underlined heading for each separate item.

Writing rough notes

- Leave a few lines space between one item and the next, so you have room to add other points if the discussion comes back to it later in the meeting.

- Underline or highlight decisions and who has agreed to do what.

- Remember that the minutes need to be understood by someone who wasn't at the meeting, so you need to give a bit of background.

Writing Minutes

- The most important thing is to write the minutes up quickly. Don't put the job off for weeks - it makes a huge difference if the meeting is still fresh in your mind.

The order for typing minutes is

- Heading - name of group, date, time and place
- Meeting purpose Statement
- Those who were present in alphabetical order (preferably)
- People who were invited
- Apologies from members who were unable to attend the meeting
- Observers
- Reading of the last minutes
- Matters arising from the minutes
- Reports and general matters
- Any other business
- Date of next meeting
- Chairman's signature

WYETH MEDICAL CENTER

Minutes of the Monthly Meeting
Medical Audit Committee

DATE: January 23, 2021

PRESENT: Dr. Kavita (Chair), Dr. Sumit, Dr. Ram Kumar (Secretary)

APOLOGIES FOR ABSENCE: Dr. Ineyat Khan, Salman Akbar, Nimrah Afzal

Dr. Kavita called the meeting in committee room at 12:45 p.m. Dr. Sumit made a motion that the January 20, 2012, minutes be approved as distributed. The motion was seconded and passed.

The committee discussed and took action on the following topics.

(1) TOPIC: Meeting Time
Discussion: The most convenient time for the committee to meet.
Action taken: The committee decided to meet on the fourth Tuesday of every month, at 12:30 p.m.

Oral presentation

Definition

An oral Presentation is a formal, structural and systematic presentation of a message to audience.

Features

An oral Presentation is a form of communication. It is participative two way communication process characterized by the formal and structured presentation of a message using visual aids. It is purposeful, interactive and audience oriented. It communicates a message to audience in a way that brings about the desired change in their understanding and opinion

Forms of Oral Presentation

- Seminars
- Workshop symposia
- Student and Team Presentation
- Departmental Presentations
- Industry conferences
- Press Inference of Product launches
- Annual general meeting
- Profile presentation.

Objectives

- Exploring a new area of information
- Introducing a new product by a company
- Conferring with industry people
- Advertising the products
- Informing developments of a company

Types of Presentation

❖ **Extempore Presentation**

❖ **Prepared Oral Presentation**

Barriers to Effective Presentation

Fear

Lack of Preparation

Unable to control one's ideas

How to make a good Oral Presentation

1. Conquering stage fright.
2. Knowing the audience
3. Content of the presentation
4. Structure of the presentation
5. Delivery of the presentation
6. Remembering 4PS

1. Conquering stage fright

- Some amount of stage fright is helpful
- The main reason is that we are not accustomed to speak in public
- Symptoms in beginners are trembling arms, excessive sweating, lack of fluency etc-are mental blocks
- Prepare the subject thoroughly
- Do some warm up exercises such as rotating arms, moving the facial muscles, taking deep breath etc before speaking
- Take carbohydrate rich meal before going to make presentation
- Positive thinking-'I will make the presentation' and 'I am confident'

2. Knowing the audience

Before planning we should consider-

- The age group of the audience

- Know the need of the audience

- Utility of the presentation for the audience

- Information gained after attending the presentation

3. Content of the Presentation

1. It should not be too difficult to understand
2. If too long shorten the content according to the time available
3. Include examples and instructions to support the argument

4.Structure of the presentation

Introduction
- Introduce the topic

Body
- Provide detail information to the audience about the topic
- Use anecdotes or raise question to arouse interest.

Conclusion
- State the goal and uses of the presentation
- Leave the audience with a positive feeling about you and your ideas

5.Delivery of the Presentation

A. The quality of the voice-

- Adjust your tone according to the size of the audience
- Use micro phone or collar mike
- Give pauses to allow the listener to understand
- Pronounce difficult words properly and correctly

B. Rapport with the audience-

- Look into the eyes of the audience while presenting
- Shift from one pair of eye to another so that you have a glance of all of them.
- Try to involve the audience in present action by asking questions

C. Pay attention to Body Language

- Express your confidence in your smile and movements
- Stand straight and do not stagnate at one place
- Avoid unnecessary movements of hands
- Always dress in formals

D. Effective use of Visuals aids

- Remember the value of pictures, symbols and objectives while preparing transparencies for OHP
- Use a plain font of substantial size-18 point or more.
- Do not use more than three colors
- Practice before how to operate the equipment

6.Remembering 4PS
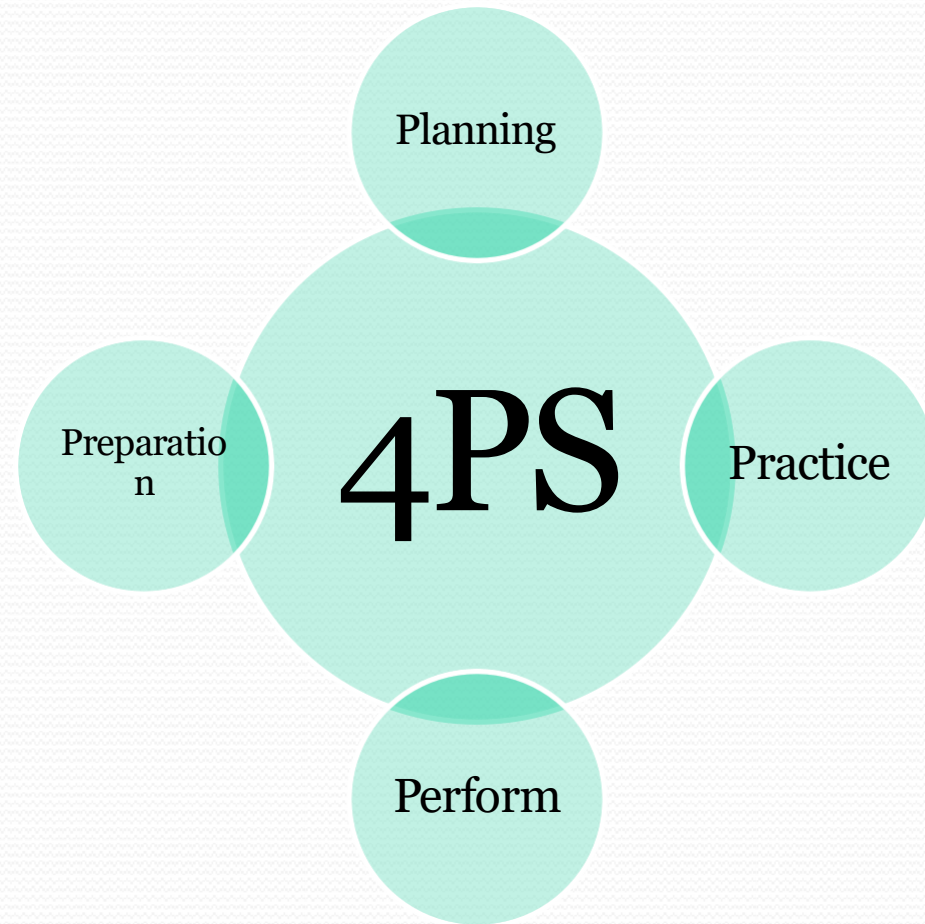
A. Planning

☐ Define a purpose

☐ Analyze the audience

☐ Analyze the occasion

☐ Select a suitable title

B. Preparation

☐ Develop the central idea

☐ Develop the main ideas

☐ Gather supporting information

C. Practice

- Rehearse before presenting it to the audience
- Time the presentation
- Outline the presentation

D. Perform

☐ Begin the presentation with confidence

☐ Be organized

☐ Pay attention to non-verbal behavior.

☐ Use4 appropriate visual aids.