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BCSL Assignment on Report Writing

PUNE INSTITUTE OF COMPUTER TECHNOLOGY

DHANKWADI, PUNE – 411043

ACADEMIC YEAR: 2020 – 2021

YEAR / SEMESTER: S.E. – I

DEPARTMENT: COMPUTER ENGINEERING

SUBJECT: BUSINESS COMMUNICATION SKILLS

TITLE: Report Writing

PROBLEM DEFINITION:

Write any two types of reports from given types such as Informal Report, Recommendation report with justification, Business plan, situational report, research report, periodic report etc.

OBJECTIVE:

- Individual will be able to demonstrate the skills of data organization & learn how this may affect the workplace.
- Students will extend their abilities to: write effectively in a well – defined structure for a variety of purpose

REFERENCES:

1. Individual student can search in magazines or web o English for Business Communication: Simon Sweeney , Cambridge University Press
2. “Technical Writing process and product”, Sharon Gerson, Steven Gerson, Pearson education Asia, LPE Third edition
3. Communication Skills : Sanjay Kumar and Pushpa Lata , Oxford University Press.

STEPS:

- Use precise, accurate and definitive description.
- Decide structure of a report (Title page, acknowledgement, index Etc.)
- Teacher will assess on the selected type of report.
- Students will get marks for their writing skill and data organization skill.

Types of Reports:

- Lengthy Report

- Short Report

REPORT:

PICT IEEE Student Branch hosted a Ideathon 2020 in association with IEEE Pune section and IEEE Sight. The hackathon was free of cost and it was available for all passionate developers and hackathon enthusiasts. The Ideathon doesn't require participants to show the working prototype and that's why anyone with innovative idea was welcomed in the contest.

The participants was able to participate in teams up to 5. The participants had to face two rounds in the hackathon. In the first round they have to submit PPT of their ideas and the top 10 teams from round one are selected for round two. In second round participants have to present the same PPT they have submitted in round one to the judging panel. The winners were selected on the basis of innovation, clarity of speech and potential for the idea. The accepted domains for the Ideathon was – Open Innovation, Health Care, Education, Environment and Sustainability, Automation, Banking, Cybersecurity, Agriculture.

The Ideathon was held between 19 November to 22 November. It was great learning experience for the newbies in the world of hackthon. We learned lot of things in the event. Although our team was not selected for the 2nd round of Ideathon but we get lot of insights of presentation due to feedback received from industry experts. Surely this experience make me feel better and more comfortable in taking part of upcoming hackathons.

Hackathons are the contests which develop creative part of your brain and make you think on creative ideas. They are the great way to develop new product and the contest like this give industry level exposure which develops your overall personality. I am really glad that I was the part of this beautiful three day long event.

CONCLUSION:

In this assignment, we learnt how to organize data and present it in a precise way. Reports are great way to organize data of particular event and store it for later reference.