**SUBJECT: TECHNICAL COMMUNICATION**

**SUBJECT CODE: AASL0401/AMIASL0401**

**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.

1. **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.

1. **Salient Features of a Report:**

* A formal piece of writing – 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.
* A factual account – 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.
* Written with a specific purpose – 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.
* Written in an organized manner – 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.
* Written for a specific audience – Since, the subject matter of a report is related to the readers, it is always written with kind of audience in mind.
* Includes only relevant information – 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.

1. **Types of Written Reports:**
2. Informal-
   1. Letter
   2. Memorandum
3. Formal-
   1. Informational
   2. Interpretative
   3. Routine Periodic
      1. Progress
      2. Laboratory
      3. Inspection
      4. Inventory
      5. Annual/Confidential
4. **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 |

1. **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.

1. **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.
  + Recommendation or Conclusion (use either one, depending on the subject/purpose of your report).

1. **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.

1. **What is copy reading?**

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

1. **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.

1. **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**”.

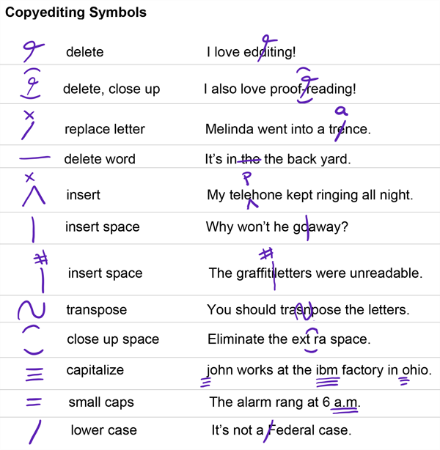
1. **What are the responsibilities of a copy editor?**
   * To edit grammatical errors (Spellings/Tenses/Subject-Verb Agreement/ Punctuation errors)
   * To edit errors of fact & Accuracy
   * To edit verbose copy
   * To write the headline
   * To delete opinion or slant libelous statements
   * To proofread text and verify factual correctness of information, such as dates and statistics
   * To check text for style, readability, and adherence to editorial policies
   * To arrange page layouts of photos, articles, and advertisements
2. **Types of Copy Editing**
3. Proofreading: The process of checking grammatical accuracy of written content
4. Line Editing
5. Fact-Checking
6. Rewriting
7. **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.

1. **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.

****

1. **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."
5. **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

1. **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)

1. 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)

1. 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.
2. 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**
  + **IEEE Style**

1. 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.

1. 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
* 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