

Report Writing

=> Latin word "reportare" means "to bring back"
=> report is a factual writing, based on evidence, containing organized information on a particular topic or of that particular topic. (=) Report serve several functions-
A report is a major form of technical business academic and professional communication. and writing a report a person who possess his certain facts ideas or suggestion useful for course of action transmits this information to another person who wants to use it.

Characteristic of reports

- 1) precision
 - 2) Relevance
 - 3) Factual Details
 - 4) Words & Language
- | Objective

1. Technical writing is concise

Technical Writing

Thesis | Dissertation | Research
MA MS MPhil | PhD

Purpose

- ① A type of writing where the author is writing about a particular subjects that requires direction instructions or explanation.
- ② Technical writing is a writing thing that involves communicating complex information to those who need it to carry out a specific task or achieve a certain goal. Because of this technical writing is often defined as "simplifying the complex."

Restraint | Restraint

- specific limit instruction only related to that point
- Pertinent \Rightarrow relative things / No additional info
- Concise: Your topic should be concise but completely clear
- Subjective \longrightarrow related to topic / No personal judgements.
- Objective \longrightarrow include personal judgements
- 7 cease \longrightarrow conciseness / completeness / ~~too~~ clarity / classify
- Comprehension / comprehend \longrightarrow ability to understand
- Context \longrightarrow You have to take the right words for the current situation.

Technical Writing Ethics:-

write anything with honest.
Take actual content. If you.

What makes technical writing different?

Its purpose is to convey info not to amuse or arouse strong feeling. Therefore it appeals to readers reason, not to their emotions. The style of technical writing should be simple, direct, concise, clear, objectives, restrained and meticulously accurate.

Ethics and writing means that you are honest with your audience. You represent your evidence accurately by avoiding exaggeration or disinformation and you give credit to the resources you use to complete your writing. resources.

Academic Writing

Writing Process

② Clear, focused, structured, concise, formal
Aid the readers understanding

Formal, Objective, Technical

Language should be formal

focused on ideas, thoughts
thinks rather than personal emotions strong feeling or personal judgement

Bull and Bear
subtle & doesn't color elegant

discourse conversation
Picks ups and downs

Task

Technical word of SE and with literal meanings and Technical meanings

focused → on the points
structured → organized structure step by step

clear, focused, structured, concise formal, Aid the readers understanding

Writing Process

Academic writing

Formal, Objective, Technical

Linear Process

It's mean move accordingly to the stages, focused on steps

Established your purpose

⇒ collect the data/material
⇒ gather the information/context

Planning

Planning & organization
targeted audience
why you are writing
purpose of writing

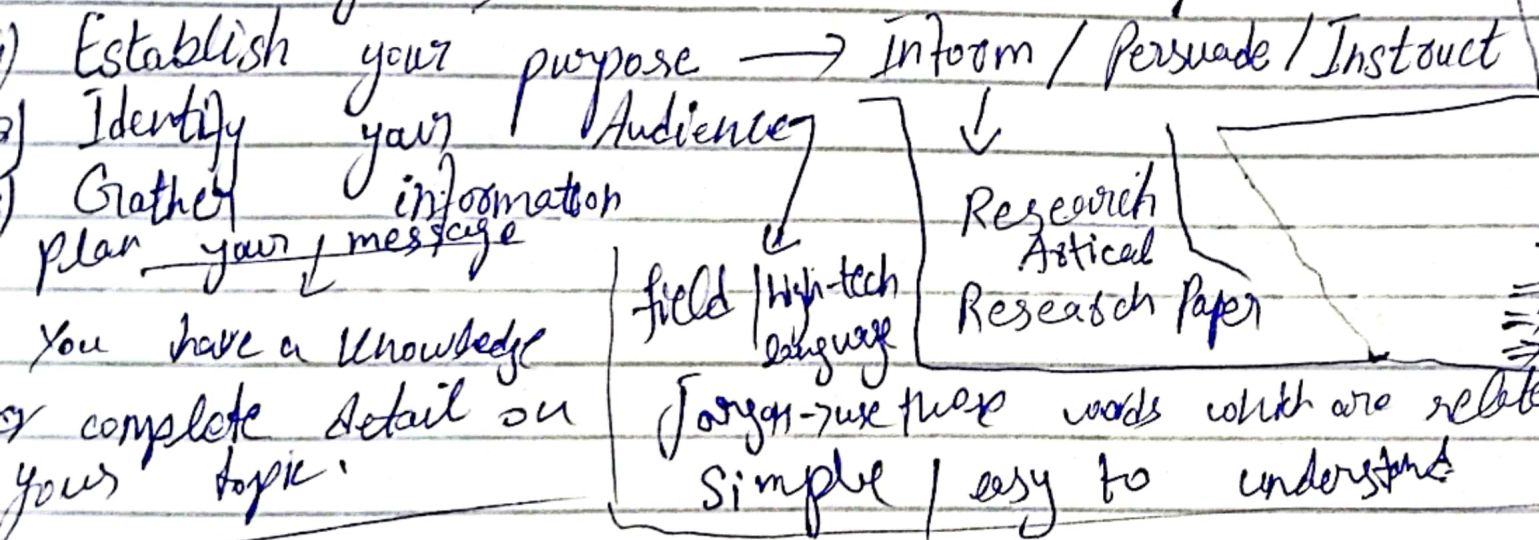
Drafting/writing

Revising, Editing, Proof reading

to convince someone
having some audience / Proof

Instruct
Second
Manual

Pre writing



- 4) Plan your message
- 5) Tips on how to organize your studies
 - ⇒ Interpreting the task
 - ⇒ choosing a topic
 - ⇒ Researching and Reading
 - ⇒ Bubble mapping
 - ⇒ story-boarding

