

Differences between **Formal** and **Informal Reports**

Formal and informal reports are the two most common types of business reports. When a report is highly structured and is relatively long in size, it is called a formal report. On the other hand, when a report is less structured and is short in size, it is called an informal report. These two types of reports differ in many ways. Major distinctions between them are as follows:

Formal Report– The reports that are prepared in prescribed forms, according to some established procedures to proper authorities are called formal reports.

- **Form of the report:** Formal report is highly structured and is prepared in a prescribed format. Most Formal report is always written in a manuscript (narrative style) format.
- **Purpose:** Formal report is written to help management in making long term and strategic decisions.
- **Objective:** Objective of the formal report is to assist decision making by providing an effective recommendation.
- **Length:** It is long in size. Size of a formal report is large. It generally includes some particular pages (e.g. prefatory page) that do not appear in short reports.
- **Distribution:** In most cases, formal reports are circulated to top-level executives and outside parties.
- **Nature of problem:** Formal report deals with complex and non-recurring problems. It is analytical and systematic in nature. It deals with key complex problems.
- **Frequency of writing:** Formal report is written very infrequently.
- **Writing responsibility:** This type of report is usually written by internal or external experts.
- **Use of visual aids:** This type of report makes extensive use of visual aids to present the facts and findings.
- **Writing Style:** This report follows inductive (indirect) and impersonal writing style. A formal report on the other hand, after analyzing and interpreting the conclusion of the draw and makes recommendations.
- **Recommendation:** Recommendation is an essential part of a formal report.

Informal Report – An informal report is one that is prepared not by following any prescribed rule or formality.

- **Form of the report:** Informal report is less structured and it is less important to follow the prescribed format. Most Informal reports are written in memorandum and letter formats.
- **Purpose:** The main purpose of an informal report is to present the facts that help managers in making thy-to-thy business decisions.
- **Objective:** Conveying routine messages and to help routine functions are the basic objectives of the informal report.
- **Length:** It is short in size. An informal report is short in size. This report writing is generally complete in a page or two.

- **Distribution:** Short report is usually circulated within the organization.
- **Nature of problem:** Informal report deals with less complex and recurring problems. It is not methodical in nature. This report deals with the schedule matters.
- **Frequency of writing:** It is written very frequently even daily or weekly.
- **Writing responsibility:** These reports are usually written by a subordinate.
- **Use of visual aids:** This type of report seldom uses visual aids.
- **Writing Style:** This report follows deductive (direct) and personal writing style. Informal reports follow deductive writing styles. A short report highlights facts and specific recommendations. It avoids analysis and inclusion of supporting information.
- **Recommendations:** Recommendations are not required in an informal report.

Technical Instructions

One of the most common and important uses of technical writing is instructions—step-by-step explanations of how to do things: assemble, operate, repair, or do routine maintenance on something. Although it may seem intuitive and simple to write instructions, it is not always that easy, good instruction writing requires:

- Clear, simple writing that utilizes strong, descriptive verbs to reveal the process's discrete actions
- A thorough understanding of the procedure in all its technical detail
- The ability to put yourself in the place of your audience and help them avoid common errors
- The ability to go through the procedure with concentrated attention and to capture that awareness on paper

Project proposals

A project proposal is a document that outlines everything stakeholders need to know to initiate a project. It's a necessary first step towards getting a project off the ground. A project proposal is usually selected during the project intake process.

Steps to write a project proposal

Step 1: Define the problem

What's the problem your project is trying to address? Why is it a problem? Why is it worth solving? Make your audience see the problem the way you see it.

Step 2: Present your solution

How will your project solve the problem? Why is your solution the better option over other similar solutions? Discuss why other solutions won't work for the situation.

Step 3: Define your deliverables and success criteria

This section provides a picture of the functions and attributes of the deliverable, plus how to know if the project is successful.

Remember to keep your solution SMART (specific, measurable, achievable, realistic, and time-bound.)

Step 4: State your plan or approach

This is the most critical section of the proposal and discusses how to achieve the project's objectives. It starts with an explanation of the approach and why it's relevant and effective. It also explains how problems will be managed.

Step 5: Outline your schedule and budget

This is the section where you break down project costs and detail how you will meet deadlines.

Step 6: Tie it all together

End your proposal with a conclusion that briefly summarizes the problem, solution, and benefits. Emphasize the significant parts, and make your proposal stand out by restating ideas or facts you want your audience to remember.

Check your proposal for consistency of ideas and whether the elements support each other.

Step 7: Edit/proofread your proposal

Rewrite your proposal as necessary to make it interesting, helpful, clear, and persuasive. Ask for feedback, and ensure the proposal is organized and visually appealing.

Process of Writing a Technical Manual

The process for writing a technical manual consists of research, organizing, graphics, clarifying language, editing, printing and binding, and delivery. A technical communicator may do all of these steps, but usually it is a team effort.

Questions you may have to include:

- What is the breakdown of tasks on a technical manual project?
- What are the details of each of these tasks?
- What is the final product from each task?

A standard technical manual is one that is text-based with illustrations. Technical manuals are usually considered user, service and training manuals or guides.

The tasks required in producing a standard technical manual are typically:

1. Research and interview to get information
2. Outline and organize technical material
3. Draw or obtain pictures and graphics
4. Transform technical material into common language
5. Edit written material
6. Print and bind manual
7. Deliver final product

Prototypes and wire frames

Using prototypes or a wireframe are a great visual representation to convey an idea you may have for a mobile app or a website, and a way to get user feedback that isn't time-consuming.

A wireframe is stripping the idea down (such as an app or a webpage) down to its very core. This is the 30 000 foot view of what your app or webpage may look like. It includes an outline of the structure, the user interface, how information is laid out in front of the user.

What Is Prototyping?

Prototypes are a high-fidelity version that, depending on user feedback, may not look and act that much different than your final product.

Prototypes are great for user testing. You can test out the interactions, the user experience, the usability, and the user interface.

Prototypes are much more time-consuming to create as they can closely represent the final product design, but it will save you plenty of time if you just went to creating the final product with testing it out via prototyping.

The Main Differences Between Prototyping And Wireframing

Let's summarize the main differences between prototyping and wireframing:

- A wireframe is low-fidelity that takes less time to create, while a prototype is high-fidelity that is more time consuming.*

- A wireframe is more to convey the 30,000 foot view of the idea of the product. A prototype is something that will be similar to how the final product acts and behaves.
- A wireframe will make use of placeholders and focus on the overall structure. A prototype will make use of the actual design.
- Wireframes are tools to get approval from stakeholders. A prototype will allow you to test the user experience and get user feedback from user interaction.

Sample Internship Cover Letter

Dear Mr. Ram,

I am submitting my resume for consideration for the summer application design internship program at ABC Company. Given the skills and experience outlined in my enclosed resume, I believe I might be a worthy asset to your team.

In my three years at XYZ college, I have completed a great deal of coursework on cutting-edge design trends and best practices including Principles of User Experience Design and Mobile Application Design where I learned and applied skills such as user journey mapping, application wireframing and designing software for a variety of mobile devices and operating systems.

In addition, I spent the past term volunteering my time with a local non-profit that collects donated clothes and redistributes it to families in need. I helped the web team update and re-launch an

application that allows people in the community to locate nearby drop-off points and schedule pick-ups.

Volunteering with the non-profit has also taught me the importance of building a convenient and memorable consumer experience that aligns with the brand. It also helped me grow my skills in team collaboration, verbal communication and project leadership.

I believe I would make an excellent addition to your team. This internship would help me grow my real-world experience in the technology industry and help me further develop and refine my application design skills.

I look forward to hearing from you!

Sincerely,

Name

Cover Letter For Fresher Candidates Sample

Here's an example of a possible cover letter for a fresher:

"Janhvi Gupta,

11, Pritam Apartments,

Goregaon West - 400104,

Mumbai, Maharashtra

9999666555

janhvigupta@email.com

6th October 2020

Mr. Arvind Jain

SMB Group

Sai Baba Mandir Road,

Goregaon West - 400104

Mumbai, Maharashtra

Dear Mr. Jain,

My name is Janhvi Gupta, and I am a fresh graduate in Mechanical Engineering from the Dhole Patil College of Engineering in Pune. I am writing to express my interest in the Junior Mechanical Engineer position with SMB Group that you advertised on Indeed. I have been following your company's work via your website, blog and news articles, and it has long been my dream to work with you. Given my first-class degree and my interest in designing, manufacturing and installing systems and components, I am confident that I will be a strong candidate for this position. It aligns with my creative and analytical skills and will give me a good start in the mechanical engineering industry.

Along with good interpersonal abilities, I have excellent critical thinking and problem-solving skills. I also have a strong aptitude for mathematics and proficiency in Microsoft Office, AutoCAD, 3D Max and 3D Modelling. I have hands-on experience with the prototyping process. During a month-long internship with Akiron Mobility in Bengaluru, I learned a lot about

automotive systems. I keep my knowledge base fresh by reading industry journals and through my membership of the Indian Society of Mechanical Engineers.

One of the reasons I want to work with SMB Group is because of your long history of integrity and innovation and your wide reach in many sectors including telecommunications, solar power systems, agricultural implements and cars. With my passion for learning and hard work, I feel I will be an asset to your company. I would be happy to discuss more in an interview at your convenience, and I hope to hear back from you via email or phone.

Thank you for taking the time to consider my application.

Sincerely,

[Physical signature]

Janhvi Gupta

Enclosed: Resume

Internship Resume Example

43 Smith Lane, Athens, GA 09867 • aparna.khatri@gmail.com • (762) 876-8723

Objective

Energetic and passionate college student working toward a BS in Marketing at the University of Georgia. Aim to use knowledge of advertising, PR, product development, and consumer research strategies to satisfy the marketing internship at Athens Advertising.

Education

Bachelor of Science in Marketing
UNIVERSITY OF GEORGIA, Athens, GA

Expected Graduation Month
2021

- **GPA:** 3.7/4.0
- **Relevant Coursework:** Marketing Analytics, Marketing Management, Survey Research, Strategic Internet Marketing, and Integrated Marketing Communications
- **Honors & Awards:** Made the dean's list in 2 semesters, received third place in UGA's business plan competition
- **Clubs:** UGA Chapter of the American Marketing Association, Mu Kappa Tau

Marketing Projects

Pet Business Marketing Campaign

Jun 2021–May 2022

- Designed a cost-effective marketing campaign for a local pet grooming business that leveraged a combination of social, email, and offline marketing techniques
- Surveyed pet owners in Athens to collect detailed data on the behavior of the store's target demographic
- Developed a \$1,500 campaign budget after calculating the minimum cost that would yield the highest return on investment (ROI)

Business Plan Competition

Jan 2020–May 2021

- Entered UGA's business plan competition with a group of 4 classmates to build a mock food truck business
- Managed all of the marketing aspects of the business plan, including industry analysis, customer trends, market growth, positioning, and promotions
- Received 3rd place out of the 30 teams that entered the competition

Additional Skills

- In-depth knowledge of social media marketing platforms: Twitter, Tik Tok Facebook, LinkedIn, Instagram, and Pinterest
- Adept with Microsoft Office Suite

- *Chinese: Advanced*
- *Familiar with consumer research tools: AYTm and GutCheck*