

Course Title : Technical communication in English

full marks : 125 Assessment : 20 marks

Theory : 100 marks  
Final : 80

Practical : 25 marks.

Listening 15 marks } language lab.  
Speaking : 10 marks

Course content.

Unit I (a) Reading (20 Passages)

- (a) comprehension.
  - (b) Note taking
  - (c) Summarising
  - (d) Textual questions.
  - (e) Interpreting Text
- 
- (b) Contextual Grammar
  - i) Sequence of Tense
  - ii) voice
  - iii) Sub-verb agreement
  - iv) conditional sentence
  - v) proposition

Unit II writing

1. Writing Technical processes
  - a) composing & editing
  - b) MLA & APA compression
2. Writing notice with agenda & minutes
3. Writing proposal
4. Writing Reports
  - i) Formal
  - ii) Informal
5. Writing Research Article

## Unit II Writing

### 2. Writing notice with agenda & minutes

- a) Notice
- b) Agenda
- c) Minutes

#### a) Notice

Notice is a formal document. It is like an official letter. A notice is generally written from the chairman, vice chairmen or secretary of a committee informing the participants when, where & why a formal meeting is going to be held & also inviting them to the meeting. The language of notice is required to be formal & polite. No personal details are included in the notice. A notice also contains agenda of the meeting.

2. The term Agenda is the plural form of a greek word agendum, meaning business to be transacted. In every formal meeting certain Agenda are discussed. Those Agenda are related to the problems encountered in the field where different individuals are working in course of executing their assigned duties & responsibilities. While writing agenda we use a typical numbering system like 10.01, 10.02, 10.03, 10.04

10.02

10.03

10.04

The number in the first row represents the serial number of the meeting & numbers in the secondary row represents agenda, following one is a specimen of a notice with agenda

iii) Minutes:- Minutes refers to an official record of a formal meeting. In every formal meeting certain Agenda related to the problems encountered by different individuals working in the sites in course of executing their assigned duties & responsibilities will be discussed & some appropriate decisions are made in order to solve the existing problems. In the minutes everything that happened in a formal meeting will be mentioned. The language of minutes is generally formal and passive voice is mostly used. There are different patterns & styles of writing minutes. The following one is just one of them.

# PULCHOWK INNOVATIVE WORKS

PULCHOWK, LALITPUR

Date : 18<sup>th</sup> Dec. 2015

## NOTICE:

This notice is being published here to inform all the concerned members of organization that the tenth general meeting of this organization is scheduled to be held at conference hall of the ICT building on Friday, the 17<sup>th</sup> of January 2016 at 7 a.m morning. Therefore all the board members of the organization are cordially requested to take part in the meeting. The agenda of the meeting are mentioned below:

### Agenda.

- 10.01 fund-raising programme
- 10.02 Technology for future programme
- 10.03 Election programme for CEO
- 10.04 Annual Budget presentation programme.

'please, make it convenient to you.'

Chairman

secretary

## MINUTES OF TENTH MEETING

The tenth meeting of this club held on Wednesday, 8<sup>th</sup> maga, 2072 under the chairmanship of Mr. Vidhyadhar Upadhyaya the chairman of the club discussed the agenda & passed the resolutions as mentioned below:

### Members Present

1. Mr. Vidhyadhar Upadhyaya	chairman	Vidhyadhar
2. Ms. Pushpanjali Pant	vice chairm.	Pant
3. Mr. Chatur Man Lam	Treasurer	C.M.
4. Mr. Bal Bahadur Gurung	Member Treasurer	Bal Bahadur
5. Mr. Pahalwan	member	S.Y.
6. Ms. Seema Rai	"	Seema
7. Mr. Mukum Prasad Thapa	"	Mukum
8. Mr. Sudyanukhi K.C.	"	Sudyanukhi
9. Mr. Birat Bahadur Bh.	"	Birat

### Members absent

1. Ms. Charanmati Chabragain - Member
2. Biram Chabragain - Member

S.No.	Agenda.	Decisions
10. 01	Free health camp	Taking the miserable condition of the poor and helpless elderly people into account the meeting unanimously decided to organize a one-day free health camp at the premises of the club.
	Cleanliness programme	As town has been badly polluted due to improper dumping of the garbage the meeting decided to a week-long cleanliness programme from 10th marga 2072 until 16th marga, 2072.

The meeting ended with a vote of thanks to the chairman.

Manso

Chairman

Chit

secretary

### Exercise:

Imagine that you are the secretary of your local sports club and the fourth meeting of your club has been conducted recently. In writing some most relevant agenda write minutes of the same meeting.

## MINUTES OF THE FOURTH MEETING

The fourth meeting of this club held on Friday, 1st January, 2016 under the chairmanship of Mr. Ramkumar Shrestha the chairman of the club discussed on the agenda & passed the resolutions as mentioned below.

### Members Present

1. Mr. Ramkumar Shrestha	Chairman	Ram
2. Ms. Roshani Rai	Vice chairman	Roshani
3. Mr. Aastish Gurung	Secretary	Aastish
4. Mr. Aayushman Nepali	Treasurer	Aayushman
5. Ms. Manisha Koirala	Member	Manisha
6. Mr. Rupesh Kumar Jha	"	Rupesh
7. Mr. Shyam Mahanjan	"	Shyam
8. Ms. Mohini Tamang	"	Mohini

### Members Absent

1. Ms. Piyanka Gurung - member
2. Mr. Suryaman Shrestha - member

S.NO	Agenda	Decisions
01	Earthquake Relief program	Taking the miserable condition of people affected by Earthquake into account the meeting decided to organize a week long relief program in the affected areas.

4.02

### Annual picnic program

As usual the club has been organizing picnic every year. So, this year the meeting decided a picnic programme for the date 12th feb 2016.

4.03

### Building Construction program

As our old office building has been affected by a recent earthquake the meeting also decided to proceed a construction of new building beside old one. The study & research regarding it will be started from 9th march as per the decision of the meeting.

The meeting ended with a vote of thanks to the chairman,

*W. S. D.*

Chairman

*Q.S.*

Secretary

# Writing Report

## \* Types:

- i) Formal Reports
- ii) Informal Reports

## i) Formal Reports

### \* Parts / components:

#### I. Preliminary section

- a. Cover Page.
- b. Letter of Transmittal.
- c. Title Page.
- d. Acknowledgements
- e. Table of contents.
- f. List of figures & tables
- g. Abstract / Executive summary.

#### II. Main section

- a. Introduction
- b. Discussion
- c. Conclusion
- d. Recommendations

#### III. Documentation section

- a. Notes (Contextual) / foot notes)
- b. Bibliography
- c. Appendix.

Commun.

YadhuNitz@gmail.com

- proposal, Report, Research article

## Reference Page

### MLA

Adhikari, Usha; Yadav, Raj K. and Yadav, Vijay K.  
Communicative English. Kathmandu: Unique Publications,  
2012.

### APA

Adhikari, U.; Yadav, R. K. & Yadav, V. K.  
(2012). Communicative English. Kathmandu: Trinity Publications.

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Customized Learning English  
Developmental English  
Xingqiao English

## Example of letter report

### SOCIETY FOR PUBLIC WELFARE

Kamaladi, Kathmandu

Your ref:

Our ref:

Date: Jan, 7, 2016

The Mayor

Kathmandu Metropolitan City

Subject: About the Destitutes

Dear sir

Introduction.

In response to your request letter dated Dec. 10, 2015 I conducted a survey in order to find out the condition of the destitutes in Kathmandu Metropolitan City. This report is based on the same survey which took almost a month for me to accomplish.

Discussion

During the survey, I visited various locations of Kathmandu Metropolitan city and collected the data. The survey revealed the fact that the condition of destitutes is very horrible in this city. Over 25,000 homeless children were found in different parts of the city. 60% of the children found are below 10 years of age. 30% of the children I met in various public places leading the life

of street children were below 12 years of age and the remaining 10% of the destitutes were found to be above 15.

From the interview with the destitutes it was revealed that most of them have come from remote villages in search of job & they have already left their school at an early age. Very insignificant numbers of these destitutes were found to have their own home and parents in the outskirts of Kathmandu. From them, it was explored that the main reason for leaving their home and parents were the temptation caused by the fashion and luxury in Kathmandu. They were found to have a dream of living a fashionable & luxurious life in the capital capital city Kathmandu.

### Conclusion:

The research has revealed the number of destitutes in Kathmandu is significant great. Some of them have no home & parents and few of them have their own home & parents in the outskirts of Kathmandu. The main reason for their leaving home & coming to Kathmandu is the temptation caused by fashionable and luxurious lifestyle in Kathmandu. Most of these destitutes have already given up their studies.

## RECOMMENDATIONS

Following suggestions have been recommended for the immediate action:

1. The government should open an orphanage for keeping the orphans.
2. These children who have the homes & parents in the outskirts should be handed over to their own parents.
3. The government should make necessary arrangement for the education of the destitutes.

## Exercise

Suppose you are the chairman of a committee formed recently to study the effect of load shedding on the life of people in your local town or village. Write a letter report on it in order to submit it to the Electricity Authority

## II. Informal Report:

### ii) Memo Report

& parts / components

1. Heading

a. Date :

b. To :

c. From :

d. Subject

2. Introduction

3. Discussion

4. Conclusion

5. Recommendations

work accomplished  
work remaining  
problem encountered

} In case of progress report

### \* Other / General Types of Reports.

i) Progress report

ii) Feasibility Reports.

iii) Empirical / Research / Technical Report

\* sample progress Report in memo style

SHARMA CONSTRUCTION COMPANY PVT. LTD

New Baneshwor, Kathmandu

Your ref :

Our ref :

Date : 25 feb. 2016

To : The Mayor

Kathmandu metropolitan city

From : The chief consultant

Subject : A Bi-monthly Progress Report

contd.....

## Introduction

With reference to the letter dated 15 Jan; 2016, this progress report has been prepared in order to inform you about the progress report of the construction work at the site of bridge construction over Bagmati River at Thapathuli, Kathmandu.

## Discussion

### Work already accomplished

In the past two months, we have accomplished the work as mentioned below:

#### a. Feasibility Study :

A team of experts carried out the feasibility study of the bridge construction project and submitted a feasibility report based on the same.

#### b. Hire and Purchase

The highly qualified labour force that are required for the bridge construction have already been hired from different consultancies within and outside the country.

Apart from this, the equipment required have also been purchased in preparation for launching the construction project in the near future.

## Work Remaining

The amount of work that have been accomplished in the past represent last 10% of the total work that

Cont'd. --

We need to accomplish by the end of the project period. There still remains 90% of the work. However, if we are allowed to work at the project site unobstructed in the future we are confident that we will be able to complete the construction work on time.

### Problems encountered

During the past few months numerous problems were encountered including shortage of electric power, fuels, cements, rods, concrete & the means of transportation. These problems definitely hindered the work the work in the project site causing a lot of delay & inefficiency in the work.

## PROPOSAL

Proposal is a technical writing having its own format including different elements like plan, time management, cost management, etc. Proposal is of three types.

### ① Structure-based proposal

It is of two types: Formal Proposal and Informal Proposal

### ② Nature-based proposal

It is of two types: Internal and External

### ③ Origin-based proposal

It is of two types: Solicited and Unsolicited

#### A. STRUCTURE BASED PROPOSAL

→ Formal Proposal is for big project. It is prepared with sections and sub-sections. It is stylistic.

→ Informal Proposal is for small project. It is written in descriptive manner.

#### B. Nature-based Proposal

→ Internal Proposal is written for internal communication within the organization. It is less formal in nature.

→ External Proposal is prepared for outside communication with other organization. It is more formal in nature.

#### C. Origin-based Proposal

→ Solicited: According to the advertisement and request.

following the criteria, we prepare solicited

→ unsolicited: without any advertisement, request and criteria, we submit proposal for the solution of problem increasement of sales and salaries.

## PARTS OF THE PROPOSAL

- I. Title Page
- II. Acknowledgement
- III. Table of Contents
- IV. List of Tables
- V. List of Figures
- VI. List of Abbreviations
- VII. Abstract

### 1. Introduction

2. Statement of Problems
3. Objectives of the Project/Problem
4. Literature Review

### 5. Methodology

#### 5.1 Primary Sources of Data Collection

##### 5.1.1 Observation

##### 5.1.2 Survey

##### 5.1.3 Questionnaire

##### 5.1.3.1 Interview

###### 5.1.3.1.1 Personal Interview

###### 5.1.3.1.2 Telephone Interview

##### 5.1.3.2 Seminar

(one line space)

## 5.2 Secondary Sources

5.2.1 Internal Record

5.2.2 Library Record

5.2.3 Government Organization / NGO Record

5.2.4 Internet

## 6. Cost Management

6.1 Cost Management on Material

6.2 Cost Management on Equipments

6.3 Salaries of Personnel

6.4 Transportation

6.5 Office Management

6.5.1 Agreement Paper of Land Lady / Land Lord for Rent

6.5.2 Water and Electricity Bill

6.5.3 Lodging and Fooding

## 7. Time Management

7.1 Time Management on Materials

7.2 Time Management on the Equipments.

8. Summary

9. Conclusion

10. References

## Reference

### MLA Format

Adhikari, Usha; Yadav, Raj K. and Yadav, Vijay K. Communicative English. Kathmandu: Uni Trinity Publication, 2012.

### APA Format

Adhikari, U.; Yadav, R. K. & Yadav, V. K. (2012). Communicative english. Kathmandu: Trinity Publication.

10-10

### Sample Question for Proposal

1. Government of Nepal is seeking a good solution as we have been facing the problem of lack of energy power crisis. Suppose you have been working under any organization as an engineer. Prepare the title page, abstract, methodology and the time management page of your proposal which you are going to submit
2. Show the tools and techniques in detail of your ongoing proposal which you will submit ...

### Research Article (10 marks)

Research Article is a quest and presentation of new findings. It is an analytical and argumentative approach. It undertakes the inevitable tasks of scanning ideas and arguments from numerous different sources. It is almost certain that one is on the look-out for sources of informations like books, articles, reports and criticisms. While composing a research article one highlights his/her own views on a particular subject that are supported by tactful proofs derived from existing ideas and arguments.

#### The elements of Research Article:

1. Title of the Research Article

2. Name of the writer

3. Affiliation/Address

4. Abstract

5. Introduction

6. Objectives of the Article (Reveal the reasons for undertaking the research, highlight the reasons, problems and come up with the solution)

7. Literature Review

8. Limitation of the research

9. Finding Conclusion/Finding

10. References (APA style)

## Abstract

(proposal, report and research article)

Abstract is by nature informative and indicative. It informs about the purpose of the study. The abstract is about the recently observed facts, conclusions of an experiment, treatment and techniques. It may be about the essential parts of any new theory.

## Characteristics of Abstract

1. It is concise in size
2. It is self-contained
3. It does not contain any bibliography, figure or table
4. It does not contain any unfamiliar abbreviations
5. It identifies the objective and note down the main findings.
6. It is the information about the use of the methodology
7. It is written after the paper is prepared
- 8.

## LONG REPORT

### Formal Report

Formal Report is known as the long report for any project after getting the project under our control. What we have proposed there in the proposal for this project accordingly the project's report will be prepared. It is an overall detail of the plan.

### The important parts of the Report

- I. Cover Page
- II. Title Page
- III Preface / Letter of transmitter
- IV Acknowledgement
- V Table of content
- VI Abstract

- 1 Introduction
- 2 Objectives
- 3 Methodology
- 4 Discussion
- 5 Conclusion
- 6 Recommendations
- 7 Appendix
- 8 List of References (only APA format)
- 9 Bibliography
- 10 Glossary of Technical Terms
- 11 Index

Preface / Letter of Transmitter

Cover Page.

Report No.: R1A

A

REPORT ON

SUBMITTED BY

<name>

<post>

MINISTRY OF

FEBRUARY, 2016

Title Page

Report No.:

A

REPORT ON

SUBMITTED BY

<name>

<post>

SUBMITTED TO

<name>

<post>

APPROVED BY

<name>

MINISTRY OF

FEBRUARY, 2016

letter of Transmittal.

MINISTRY OF

~~RECEIVER~~

10<sup>TH</sup>, FEBRUARY, 2016  
~~RECEIVER'S ADDRESS~~  
RECEIVER

Dr. Manish Srivastav  
Associate Professor

} Address

Date

} receiver's name

MINISTRY OF

} designation

Dear Dr. Srivastav,

I would

By 222-223.

Research Article:

- ① write a research article related to your field of study on any new technology which can solve the ongoing problem of energy power crisis of Nepal.