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Course Title: English III (TRW)

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Question 1

What are the Objectives for Report writing, explain in detail?

1. Differentiate between a report and an essay as two distinct forms of written communication.
2. Know the forms and methods of investigation (Research).
3. Know the various types of reports and their essential elements.
4. Learn how to write both long and short formal reports in a clear objective style and appropriate layout.
5. Write abstracts and summaries, introductions, conclusions and recommendations.
6. Develop skills in organizing and outlining.
7. Understand the role and use of graphics in reports.

Objectives of Report writing

1. **Decision Making Tool:** Today's complex business organizations require thousands of information. A Reports provide the required information a large number of important decisions in business or any other area are taken on the basis of information presented in the reports. This is one of the great importances of report.
2. **Investigation:** Whenever there is any problem, a committee or commission or study group investigates the problem to find out the reason behind the problem and present the findings with or without the recommendation in the form of a report. It is another importance of report.
3. **Evaluation:** Large scale organizations are engaged in multidimensional activities. It is not possible for a single top executive to keep personal watch on what others are doing. So, the executive depends on reports to evaluate the performance of various departments or units.
4. **Quick Location:** There is no denying the fact that business executives need information for quick decision-making. As top executives are found to be busy for various purposes), they need vital sources of information. Such sources can be business reports.
5. **Development of skill:** Report writing skill develops the power of designing, organization coordination, judgment and communication.
6. **Neutral presentation of facts:** Facts are required to be presented in a neutral way; such presentation is ensured through a report as it investigates, explains and evaluates any fact independently.
7. **Professional Advancement:** Report also plays a major role in professional achievement. For promotion to the rank and file position, satisfactory job performance is enough to help a person. But for promotion to high level position, intellectual ability is highly required. Such ability can be expressed through the report submitted to higher authority.
8. **Proper Control:** Whether activities are happening according to plan or not is expressed through a report. So, controlling activities are implemented based on the information of a report.
9. **A managerial Tool:** Various reports make activities easy for the managers. For planning, organizing, coordinating, motivating and controlling, manager needs help from a report which acts as a source of information.
10. **Encountering Advance and Complex Situation:** In a large business organization, there is always some sort of labor problems which may bring complex situations. To tackle that situation, managers take the help of a report.

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Question 2

Write down the format for Research Proposal?

- **General**
- **Style, layout, and page formatting**
- **Outline of the chapters and sections**
- **Chapter I - Introduction**
- **Chapter II - Background**
- **Chapter III - Methodology**
- **Chapter IV - Results**

Chapter V - Conclusions and Recommendations

General

Research papers usually have five chapters with well-established sections in each chapter. Readers of the paper will be looking for these chapters and sections so you should not deviate from the standard format unless you are specifically requested to do so by the research sponsor.

Most research studies begin with a written proposal. Again, nearly all proposals follow the same format. In fact, the proposal is identical to the first three chapters of the final paper except that it's written in future tense. In the proposal, you might say something like "*the researchers will secure the sample from ...*", while in the final paper, it would be changed to "*the researchers secured the sample from ...*". Once again, with the exception of tense, the proposal becomes the first three chapters of the final research paper.

The most commonly used style for writing research reports is called "APA" and the rules are described in the *Publication Manual of the American Psychological Association*. Any library or bookstore will have it readily available. The style guide contains hundreds of rules for grammar, layout, and syntax. This paper will cover the most important ones.

Avoid the use of first person pronouns. Refer to yourself or the research team in third person. Instead of saying "*I will ...*" or "*We will ...*", say something like "*The researcher will ...*" or "*The research team will ...*".

Style, layout, and page formatting

Title page

All text on the title page is centered vertically and horizontally. The title page has no page number and it is not counted in any page numbering.

Page layout

Left margin: 1½"

Right margin: 1"

Top margin: 1"

Bottom margin: 1"

Page numbering

Pages are numbered at the top right. There should be 1" of white space from the top of the page number to the top of the paper. Numeric page numbering begins with the first page of Chapter 1 (although a page number is not placed on page 1).

Spacing and justification

All pages are single sided. Text is double-spaced, except for long quotations and the bibliography (which are single-spaced). There is one blank line between a section heading and the text that follows it. Do not right-justify text. Use ragged-right.

Font face and size

Any easily readable font is acceptable. The font should be 10 points or larger. Generally, the same font must be used throughout the manuscript, except 1) tables and graphs may use a different font, and 2) chapter titles and section headings may use a different font.

CHAPTER I - Introduction

Introductory paragraphs

Statement of the problem

Purpose

Significance of the study

Research questions and/or hypotheses

CHAPTER II - Background

Literature review

Definition of terms

CHAPTER III - Methodology

Restate purpose and research questions or null hypotheses

Population and sampling

Instrumentation (include copy in appendix)

Procedure and time frame

Analysis plan (state critical alpha level and type of statistical tests)

Validity and reliability

Assumptions

Scope and limitations

CHAPTER IV - Results

CHAPTER V - Conclusions and recommendations

Summary (of what you did and found)

Discussion (explanation of findings - why do you think you found what you did?)

Recommendations (based on your findings)

REFERENCES

APPENDIX

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Question 3

Elaborate the process of Technical Report Writing?

TECHNICAL REPORT WRITING :

Technical writing refers to any writing that deals with a specialized area usually in science or industry. Because technical writing usually deals with an object, a process, or an abstract idea, the language is utilitarian, stressing accuracy rather than style. The tone is objective: the technical content, not the author's voice, is the focal point.

The purpose is to accurately transmit technical information.

The Writing Process:



Pre Writing:

Prepare to Write !

- Examine your purpose
- Determine your goals
- Consider your audience
- Gather your data
- Determine how the content will be provided

Examine your purpose :

Why are you communicating ?

- External Motivation
- If someone asks you to write
- Internal Motivation
- If you write on you

Determine your Goals :

- What is your reason for communicating?
- Persuade an audience
- Instruct an audience
- Inform an audience of facts, concerns, or questions.
- Build trust by managing work relationships.

Consider your audience :

- What type of audience are you addressing in your communication?
- Management
- Sub ordinates

- Co workers
- Customer
- Multi cultural group of individuals

Gather your data :

- Decide what you have to say
- Brainstorming/Listing
- Mind Mapping
- answering the reporter's questions
- Researching
- Outlining
- Organizational Charts

Writing :

Time to Write !

- Organization
- Organize the draft according to some logical Sequence that your readers can follow easily.
- Formatting
- Format the content to allow for ease of access.

Re Writing :

Improve Your Writing

- Revising
- Editing
- Proof reading

Revising :

- Review higher-order concerns:
- Clear communication of ideas
- Organization of paper
- Paragraph structure
- Strong introduction and conclusion.

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Question 4

What are Footnotes and Endnotes, explain in detail?

Footnotes

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it.

For example

Say you want to add an interesting comment to a sentence you have written, but the comment is not directly related to the argument of your paragraph.

Footnotes Advantages

- A reader only has to look at the bottom of the page to find the corresponding footnote.
- You don't need to include a separate section

Footnotes Disadvantages

- If you include a few footnotes on one page, it can make the page appear cluttered.
- In fact, if the footnote is particularly long, it can take up more space than the main text.

Endnotes

An **endnote** is similar, but they are only found at the end of a document and contain reference information about quoted material.

Endnotes Advantages

- As they're located in a separate section, they're not as distracting as footnotes.
- Your reader can easily look over all supplementary material as it's in one space.

Endnotes Disadvantages

- A reader has to go to a different page to access the endnote.
- They can be more confusing to use if you have different chapters

Explanation

- It's important to note that foot- and endnotes can also be used instead of in-text citations, i.e., instead of placing the author(s) and publication year in parenthesis for a reference. This means that if you used footnotes, you wouldn't include a reference list at the end of your work because you included the references within the writing. And with endnotes, you would have an "Endnotes" (or "Notes") page instead

Differences

- The main difference between footnotes and endnotes is:
- Footnotes appear at the bottom (or foot) of the page in which the reference was made;
- Whereas endnotes appear at the end of a piece of work, or a chapter, on a separate page entitled "Endnotes" or simply "Notes". This section is included before your references or bibliography page.

Similarities

- In terms of similarities, both are signified in the text by a superscript Arabic number, and the numbers are ordered sequentially, e.g.,
- If you wanted to add some additional information at the end of this sentence, this foot- or endnote would be numbered as one.¹ Then, you might want to add some more supplementary information here,² so the next foot- or endnote would be numbered two. The foot- or endnote number corresponds to the relevant content.

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Question 5

Define and differentiate Academic and Technical writing?

Comparison between academic writing and technical writing

There are very important differences between academic and technical writing. A good academic writer may not be a good technical writer and vice versa.

- 1) The purpose of academic writing is to represent the result obtained from one's academic research. However, in some cases, it is also used to show some one's point of view about a topic. The purpose of technical writing is to describe the working of a product or steps involved in a process.

- 2) The targeted audience is different in both cases. Academic papers are often read by research scholars or academic professionals who are interested in that particular area. Technical writing mainly is intended for the normal layman or government inspectors who need to know the task followed by a particular company.
- 3) Academic writing jobs are mainly for professionals who already know the research and academic responsibilities. Academic writers can be expert in a particular domain like physics, mathematics, etc.
- 4) Technical writers are able to convert complex technical terms into simple language that can be understood by all. Technical writers can specialize in a particular area like medical writing, software writing, etc.

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