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Q:1;

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

ANS:

Report writing:

A report is a document that presents information in an organized format for a specific audience and purpose. Although summaries of reports may be delivered orally, complete reports are almost always in the form of written documents.

Objectives of Report writing :

Following are some of the objectives for report writing.

- 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 importance of report.

- 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.

- 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.

- 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.

Development of skill: Report writing skill develops the power of designing, organization coordination, judgment and communication.

- 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.

- 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.

- 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.

- 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.

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.

Q2;

Write down the format for Research Proposal?

ANS:

Format for Research Proposal:

A research proposal describes what you will investigate, why it's important, and how you will do the research. The format of a research proposal varies between fields, but most proposals should contain at least these elements.

1. TITLE:

- Your title should give a clear indication of your proposed research approach or key question.

2. BACKGROUND AND RATIONALE:

You should include:

- the background and issues of your proposed research
- identify your discipline
- a short literature review
- a summary of key debates and developments in the field

3. RESEARCH QUESTION(S):

You should formulate these clearly, giving an explanation as to what problems and issues are to be explored and why they are worth exploring
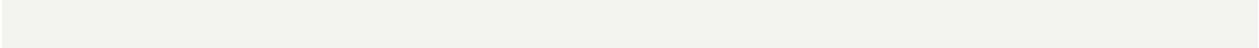
4. RESEARCH METHODOLOGY:

You should provide an outline of:

- the theoretical resources to be drawn on
- the research approach (theoretical framework)
- the research methods appropriate for the proposed research
- a discussion of advantages as well as limits of particular approaches and methods

5. PLAN OF WORK & TIME SCHEDULE:

You should include an outline of the various stages and corresponding time lines for developing and implementing the research, including writing up your thesis.

For full-time study your research should be completed within three years, with writing up completed in the fourth year of registration.

6. BIBLIOGRAPHY:

You should include:

- a list of references to key articles and texts discussed within your research proposal.
- a selection of sources appropriate to the proposed research.

Q3;

Elaborate the process of technical report writing?

ANS:

Technical Report Writing:

Technical report is a document that describes the progress, process, or results of scientific or technical research. It also can include some recommendations and conclusions.Technical reports are a great source of technical or scientific information. They can be written both for wider or internal distribution.

Elaborating The Process of Technical Report Writing:

Just like any other business activity, technical writing can be boiled down to a process – a set of high-level steps. These high-level steps are the common elements in virtually every technical writing project – really in any business writing project – big or small.

These steps are as follows

- ➢ Plan
- ➢ Structure
- ➢ Write

- ➤ Review
- ➤ Publish

AS above are the important steps for the process of Technical Report Writing now lets explain it in more details.

- ➤ Step 1 ,Plan:

As it is well said that 'If you fail to plan, you plan to fail.'

All projects need to be planned – at least at some level. Whilst we don't have to go create a detailed Gantt chart for every technical writing project, it certainly helps if us answer some of the following questions before we put pen to paper. The results of this planning may be as simple as some bullet points jotted down in our notepad – or we may find that simply going through this as a mental exercise is sufficient.

 If we're just writing one or two documents, we won't need to spend much time on detailed planning. However if we're creating dozens, hundreds, or (heaven forbid), thousands of documents, then putting some thought in it

by following some of the mind setup questions with our selves .

➢ Step2, Structure:

A Structure is the backbone of our document It's important to understand that structure isn't a straightjacket – it'll evolve and change as we write and review the document. After you publish, we may end up with a very different-looking document to the one you envisaged – that's perfectly normal and there's nothing at all wrong with it!

There are a number of common structural approaches when it comes to technical documents:

Narrative structure – The traditional approach – intro, body, conclusion
Process-based structure – Common in technical documentation such as procedures and user guides
Library structure – A collection of articles on a common topic, loosely structured

System-based structure – Describing the components of a system such as an auto manual Whatever approach you choose, you'll need to work with your subject matter experts to understand how the structure we've developed will accomplish the purpose we've set out to do – whether it's explaining how a product works, how to carry out a procedure, presenting information in a tender or sales document, and so on.

➢ Step3, Write:

Writing is where we convert our bare-bones table of contents and notes into a series of drafts, culminating in a draft that's ready for formal review. Contrary to popular impression, writing is only about the process in a well-planned document – much of the effort goes into planning, structuring, and reviewing your work. In fact, the more time we spend planning and structuring our work, the less time we're likely to spend on writing.

There are a few time-honoured (as well as some new) techniques that technical writers draw on:

- KISS (Keep It Simple, Stupid!)

- Plain English
- Five Ws (and One H)
- Inverted pyramid
- Verb-noun structure
- Active voice

These techniques will help us to write better documentation – documentation that our audience finds useful, engaging and a pleasure to read. Of course, in order to apply these techniques you need to have a decent grasp of the English language.

➢ Step4, Review:

In the Review step, there are a number of discrete activities going on (depending on the type of document being written):

Review by subject matter experts

Testing a procedure / instruction to make sure you / a subject matter expert can follow the steps

Peer review by a colleague

Editing and proofing

The point of all these activities is to apply the appropriate level of quality control to ensure your document is accurate, useful, usable, and so on – in

other words, good enough to publish. It's not uncommon for documents to spend most of their time in the review step – and by the end, they can be completely unrecognizable compared to how they started.

Review also involves an element of writing – documents will be reviewed, then revised. High-profile documents – the ones where it really pays to put the effort in to making sure they're perfect – will be reviewed and revised many times before they're ready to publish.

The final – and most crucial – aspect of review is sign off. This is the point where both you – as the writer – and your reviewers are satisfied that your document is in a fit state to be published to the world at large – whether that's your team, company intranet, or the entire world!

Review was my favorite chapter to write in my book Technical Writing Process, because this is where so much of the 'goodness' gets added to documents. In my book, the Review chapter features the following:

Levels of Editing diagram – Defining the different levels of review such as proofreading, copy editing, structural editing, and so on.

➢ Step 5, Publish:

Publishing can be a complicated process – or it can be extremely easy. Publication is where writers manufacture and launch the final product. This might be as straightforward as emailing an approved document to our manager, or uploading it to a content management system or intranet. On the other hand, it might involve some fairly complicated logistics.

 being involved in projects where production involved graphic design, translation into 40+ languages, production of multiple regional variations of the documentation, preparing 'docupacks' for shipping to multiple regions worldwide… this sort of thing is a real logistical feat, and it's something we should consider early on in the process – preferably whilst we're still planning a document. Steps such as graphic design, translation and print production can involve substantial time, effort and cost.

Q4;

What are Footnotes and Endnotes, explain in detail?

ANS:

Footnotes and Endnotes:

Footnotes and endnotes are both ways to add clarifying information into a document. They provide important details with which the reader may be unfamiliar. They often save the reader from looking up unfamiliar words, people, places or sources.

Footnotes:

Cite references or adding comments on a specific part of the paper or a sentence. They are usually placed at the bottom of the page. Footnotes are interesting comments as well as referring to other relevant and useful sources. They point out where the material is coming from, and where to look for extra sources on that topic.

Endnotes:

An Endnote is a reference, comment, or explanation usually located at the end of the article, research paper and chapter.

Endnotes main purpose is to direct users to the original source of a quotation, paraphrase, or summary. They

provide extra information and explanatory comments to the main text. Users of academic and scholarly publications prefer footnotes to endnotes.

- ## Explanation:

Footnotes vs. Endnotes:

Authors can also use endnotes to avoid disrupting their writing with extraneous information. As with footnotes, the presence of an endnote is identified in the main text with a small superscript number. However, instead of providing the correlating note at the bottom of the same page, endnotes are found collectively at the end of an article, chapter, or document. Makes sense, right?

When deciding whether to use footnotes or endnotes, authors must consider three main factors: 1) the style guide being used (as some require the use of one or the other, 2) the number of notes being included (as having too many footnotes on each page can be distracting), and 3) which will be more convenient for the reader.

- How to Use Footnotes

Style Guides

Of the major style guides, The Chicago Manual of Style (CMS) uses footnotes most often. However, footnotes are occasionally employed in other style guides as well. The main difference is that, while CMS uses footnotes for citation purposes, the Modern Language Association (MLA) and the American Psychological Association (APA) generally rely on them for the provision of additional information.

- Modern Language Association (MLA):

While MLA style discourages the use of long footnotes or endnotes, the style guide does permit their use for directing readers to other pertinent information on a relevant subject.

The guide recommends that superscript numbers within the text are placed outside any punctuation that might be present (i.e., after a period if the note is at the end of a sentence and after a comma if the note is at the end of a clause). The exception to this is that the superscript numbers should be placed before dashes.

When a footnote must be placed at the end of a clause,1 add the number after the comma.

When a footnote must be placed at the end of a sentence, add the number after the period.2

Numbers denoting footnotes should always appear after punctuation, with the exception of one piece of punctuation3—the dash.

Q5;

Define and differentiate Academic and Technical writing?

ANS:

- ## Academic writing:

Academic writing is clear, concise, focused, structured and backed up by evidence. Its purpose is to aid the reader's understanding. It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.

- # Technical writing:

  Technical writing is the practice of documenting processes, such as software manuals or instructional materials. Traditionally, it was limited to user manuals of some sort.

- # Differentiate between Academic and Technical writing:

  Following are some of the main differences between Academic and Technical writing. Regarding the explanations of these two writing styles, there can be three major differences which can be highlighted between the academic and technical writing. The distinguished comparisons are given below:

  - Both of these writing styles has their own applicability. Whereas the academic writing can be useful in educational institutions such as schools, colleges, universities, digital and printed media and literary organizations, technical writings are more useful at industrial and technological sectors.

- The style of writing also has many differences from each other. Scholars, journalists and authors mainly use the writing style of academic writing. The essence of rich literary command and in-depth knowledge about the subject can be reflected through the writing. In academic writing, the writer possesses more freedom of expressing his/her feeling through the writing. Whereas the technical writing is more straightforward to its subject. The used terms and the structures of writing is also different from the academic writing. Here the author also enjoy less freedom while   composing the piece of writing as he/she has to describe about a specific item as elaborately and as instructively as possible.

- The purpose of both of the writings is also different from each other. In academic writing, the main purpose of the author is to explain a specific subject matter by providing his/her own point of view. The writings can be served various purposes such as debate, information, description, comparison or criticism. For each kind of purposes, there can be different types of writing styles can be noticed.

Though in technical writing, its main purpose is to clarify the main idea of the subject to its specified readers in a distinguished manner. Though the purpose of writing a guide or tutorial for a software and writing a report analyzing the financial statement of a company can be different, but the main purpose of the technical writing remains same which is to describe the procedures of the subject to its readers as clearly as possible.

- Though the academic writing and technical writing differs from each other in many aspects, it is very important for the career aspirants in the writing field to know how to write both of them if they want to build a successful career. Both of these writing styles are being adopted by the various industries of every nation day by day and the demand is growing successively . Both of these styles require an in-depth knowledge about the subject, an expressive way of describing it and a strong command over the language to compose a great piece of writing.

THE END