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Question 1

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

Ans: Objectives:

- Understand the purpose of report.
- Plan a report.
- Understand the structure of report.
- Collect information for your report.
- Organize your information.
- Use an appropriate style of writing.
- Present data effectively.
- Understand how to lay out your information in an appropriate way.

Explanation:

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.

Question 2

Write down the format for Research Proposal?

Ans: The format of a research proposal varies between fields, but most proposals should contain at least these elements:

- Cover page
- Introduction
- Literature review
- Research design
- Reference list

Title Page:

Like your dissertation or thesis, the proposal will usually have a title page that includes:

- The proposed title of your project
- Your name
- Your supervisor's name
- The institution and department

Check with the department or funding body to see if there are any specific formatting requirements.

Abstract and table of contents

If your proposal is very long, you might also have to include an abstract and a table of contents to help the reader navigate the document.

Introduction:

The first part of your proposal is the initial pitch for your project, so make sure it succinctly explains what you want to do and why. It should:

- Introduce the topic
- Give background and context
- Outline your problem statement and research question(s)

Some important questions to guide your introduction include:

- Who has an interest in the topic (e.g. scientists, practitioners, policymakers, particular members of society)?
- How much is already known about the problem?
- What is missing from current knowledge?
- What new insights will your research contribute?
- Why is this research worth doing?

If your proposal is very long, you might include separate sections with more detailed information on the background and context, problem statement, aims and objectives, and importance of the research.

Literature Review:

It's important to show that you're familiar with the most important research on your topic. A strong literature review convinces the reader that your project has a solid foundation in existing knowledge or theory. It also shows that you're not simply repeating what other people have already done or said.

Research Design:

The research design or methodology section should describe the overall approach and practical steps you will take to answer your research questions.

Reference List or Bibliography:

Your research proposal must include proper citations for every source you have used, and full publication details should always be included in the reference list. To create citations quickly and easily, you can use our free APA citation generator.

In some cases, you might be asked to include a bibliography. This is a list of all the sources you consulted in preparing the proposal, even ones you did not cite in the text, and sometimes also other relevant sources that you plan to read. The aim is to show the full range of literature that will support your research project.

Question 3

Elaborate the process of Technical Report Writing?

Ans: Just like any other business activity, technical writing can be boiled down to a *process* – a set of high-level steps. These five steps are *Plan, Structure, Write, Review* and *Publish.* These high-level steps are the common elements in virtually every technical writing project – really in any *business* writing project – big or small.

- Plan
- Structure
- Write
- Review
- Publish

Step-1 Plan:

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

When you're planning to write technical documents, you should ask yourself:

- Scope – How many documents do I need to write? What are their key characteristics? Am I going to publish them in multiple formats – if so, are there any production requirements I should be aware of?
- Timing – How long do I need to schedule for review cycles? What's the final deadline?
- Process – What are the high-level steps that I need to follow to create the documents?

Step-2 Structure:

A structure is the backbone of your document – the hierarchy of headings that define the logical order that it will progress. Structure is absolutely essential to

successful documents, and it's something that you should develop *before* you start writing. A well-structured document is one that has had *thought* go into it beforehand, which means you're less likely to need to rehash it later on.

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

Step-3 Write:

Writing is where you convert your 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 20-30% of the process in a well-planned document – much of the effort goes into planning, structuring, and reviewing your work. In fact, the *more* time you spend planning and structuring your work, the *less* time you're likely to spend on writing.

There are a few time-honored (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

Step-4 Review:

I like to think of review as the *polishing* stage. It's where your document gets the trial by fire, so to speak, of having others formally review it, as well as undergoing another very important task – editing and proofing.

(Sidenote: Editing and proofing is in itself the topic of numerous books. In my book Technical Writing Process, I've provided a practical, no-nonsense editing model – The Seven Levels of Editing – that's suitable for technical or business documents.)

If you haven't already done so, you'll now need to define who's responsible for reviewing what (also called a Review Matrix), or validating it if you've been proactive and defined it during the planning step – which you should aim to do.

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

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 your manager, or uploading it to a content management system or intranet. On the other hand, it might involve some fairly complicated logistics.

In my book, I discuss publication, covering many common tasks such as performing final checks, communicating with stakeholders, and establishing a version control system that's suitable for the majority of technical documents. It also includes discussion of more advanced scenarios such as print production and translation.

Question 4

What are Footnotes and Endnotes, explain in detail?

Ans: 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. In this case, you could add the symbol for a footnote. Then, at the bottom of the page you could reprint the symbol and insert your comment. Here is an example:

This is an illustration of a footnote.1 The number "1" at the end of the previous sentence corresponds with the note below. See how it fits in the body of the text?

1 At the bottom of the page you can insert your comments about the sentence preceding the footnote.

When your reader comes across the footnote in the main text of your paper, he or she could look down at your comments right away, or else continue reading the paragraph and read your comments at the end. Because this makes it convenient for your reader, most citation styles require that you use either footnotes or endnotes in your paper. Some, however, allow you to make parenthetical references (author, date) in the body of your work. See our section on citation styles for more information.

Footnotes are not just for interesting comments, however. Sometimes they simply refer to relevant sources -- they let your reader know where certain material came from, or where they can look for other sources on the subject. To decide whether you should cite your sources in footnotes or in the body of your paper, you should ask your instructor or see our section on citation styles.

Endnotes:

An "endnote" is a reference, explanation, or comment placed at the end of an article, research paper, chapter, or book. Like footnotes (which are used in this article), endnotes serve two main purposes in a research paper: (1) They acknowledge the source of a quotation, paraphrase, or summary; and (2) They provide explanatory comments that would interrupt the flow of the main text.

Endnote Numbering:

"Endnotes are numbered consecutively throughout a chapter or article, with each new chapter or section starting over with endnote 1. The notes section at the back is then broken down by chapter or section, with the corresponding endnote numbers listed underneath.

Place endnote numbers within the text in superscript type (small typeset above the line). In the notes section, use the same number to identify the endnote with the number in the text."

(Robbins, Lara M. *Grammar, and Style at Your Fingertips,* Alpha, 2007.)

Question 5

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.

Each subject discipline will have certain writing conventions, vocabulary and types of discourse that you will become familiar with over the course of your degree. However, there are some general characteristics of academic writing that are relevant across all disciplines.

Characteristics of academic writing

Academic writing is:

- **Planned and focused:** answers the question and demonstrates an understanding of the subject.

- **Structured:** is coherent, written in a logical order, and brings together related points and material.
- **Evidenced:** demonstrates knowledge of the subject area, supports opinions and arguments with evidence, and is referenced accurately.
- **Formal in tone and style:** uses appropriate language and tenses, and is clear, concise and balanced.

Technical writing:

Technical writing is an audience-centered means of communication that provides a reader with clear and easy access to information. In the business world, time equates to profit, and profit is the force behind all business interaction. The technical writer and reader have a vis-à-vis relationship. The writer recognizes, respects, and addresses the importance of time in effective and efficient communication by providing documents written in specific formats, using unambiguous language to send clearly assessable information. The reader in turn thoroughly understands the information in order to give a thoughtful response.

Difference between Academic and Technical writing:

The major difference between both of these forms lies in their style. Technical writing is linked to the processes. It involves a step by step explanation of a procedure so that anyone can understand it. From business letters to the product descriptions and editorial letters, it conveys the technical information such as engineering and scientific studies in the easiest way possible. Academic writing is more specific in nature as it is linked to a particular discipline. It is a complex form of writing which can more commonly be seen in the form of scholarly articles and textbooks.

Let us see the major differences between these two styles of writing.

- **Definition**

In academic writing, a person intends to prove a theory or viewpoint in one way or the other, whereas technical writing is entirely goal-oriented and it talks about different ways by which the desired goal can be achieved. An academic writing is used in the form of theses, essays or book reports.

- **Purpose**

Technical writing intends to explain the working of a product or service in a step-by-step process. While the academic writing revolves around the results of the academic research. However, sometimes it is also based on one's viewpoint on a particular topic.

- **Target Audience**

The target audience in both the types of writing is very different. In academic writing, the target audience is research scholars or professionals who have an expertise in a specialization. Technical writing targets any person who needs to know the task followed by a particular organization.