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Subject: **Technical Report Writing**

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Q1.

These steps are followed when you write resume.

1. Pick the Right Resume Format & Layout
2. Mention Your Personal Details & Contact Information
3. Use a Resume Summary or Objective
4. List Your Work Experience & Achievements
5. Mention Your Top Soft & Hard Skills
6. (Optional) Include Additional Resume Sections - Languages, Hobbies, etc.
7. Tailor Your Information For the Job Ad
8. Craft a Convincing Cover Letter
9. Proofread Your Resume and Cover Letter

Example

Resumes are like fingerprints because no two are alike. This makes sense when you consider the number of variables when creating a resume.

Not only does a resume reflect a person's unique set of skills and experience, it SHOULD also be customized to the job or industry being pursued. Think about it: why would, say, a junior accountant and a senior architect want similar looking resumes?

Adding to this complexity, there are all kinds of mixed signals and advice from different people about resumes. How long they should be, what sections to include/exclude, whether you should include a photo…and so on, and so on.

Wouldn't it be great if there was some way to cut through this chaos? To know exactly what the current standards are for resume writing. It would be even better if there were examples of what recruiters in specific industries want to see from job applicants. That would make creating a professional resume a whole lot easier.

Well, you're in luck. Our team joined forces with recruiters and employers to create resume examples for various industries and positions. According to this network of recruitment experts and human resource professionals, it is really helpful to check professional resume examples before starting to write your own.

Following resume examples can give you inspiration when you feel tired of your existing resume, or if you feel stuck on what a new resume should look like.

More importantly, up-to-date resume samples capture present-day best practices for resume writing. In other words, years of research and expertise are built-in for you to follow and apply to your own resume.

One of the most important considerations for a resume is the overall resume format. There are three types of resumes formats: reverse chronological, functional and combined. The format you choose will depend on both where you are at in your career and the industry you work in.

In a functional format, there is greater emphasis on skills than with the reverse chronological format, which emphasizes experience. The combined format gives equal weighting to both these sections, with some flexibility.

The examples provided below all use the combined format, even for jobs that are very "skills-oriented" or technical. If you're an architect, a data analyst or computer scientist, it's important you find a way to showcase your work history alongside your vast skillset.

We encourage you to explore the following resume examples developed using our resume builder. We've developed them for dozens of professions in all kinds of industries: from customer service to engineering. And we will keep updating the list each week with new professions/examples.
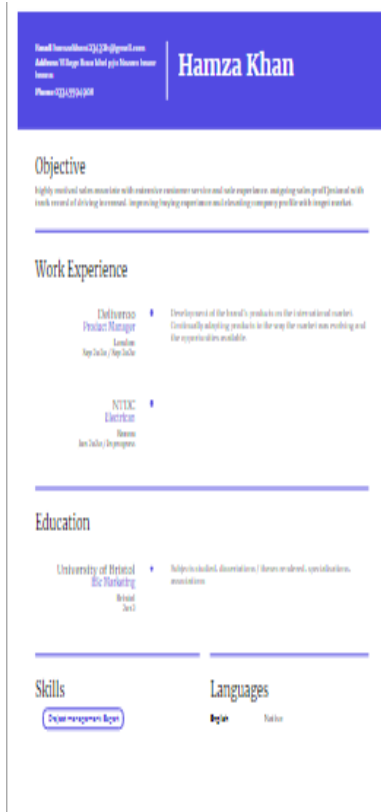
Q2

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:

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

There may be some variation in how the sections are named or divided, but the overall goals are always the same. This article takes you through a basic research proposal template and explains what you need to include in each part.

Table of contents

1. Purpose of a research proposal
2. Title page
3. Introduction
4. Literature review
5. Research design and methods
6. Implications and contribution to knowledge
7. Reference list or bibliography
8. Research schedule
9. Budget
10. Revisions and Proofreading

Purpose of a research proposal

Academics often have to write research proposals to get funding for their projects. As a student, you might have to write a research proposal to get your thesis or dissertation plan approved.

All research proposals are designed to persuade someone — such as a funding body, educational institution, or supervisor — that your project is worthwhile.

Research proposal aims

Relevance Convince the reader that your project is interesting, original and important

Context	Show that you are familiar with the field, you understand the current state of research on the topic, and your ideas have a strong academic basis
Approach	Make a case for your methodology, showing that you have carefully thought about the data, tools and procedures you will need to conduct the research
Feasibility	Confirm that the project is possible within the practical constraints of the programme, institution or funding

How long is a research proposal?

The length of a research proposal varies dramatically. A bachelor's or master's thesis proposal can be just a few pages, while proposals for PhD dissertations and research funding are often very long and detailed.

Although you write it before you begin the research, the proposal's structure usually looks like a shorter version of a thesis or dissertation (but without the results and discussion sections).

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.

In this section, aim to demonstrate exactly how your project will contribute to conversations in the field.

- Compare and contrast: what are the main theories, methods, debates and controversies?
- Be critical: what are the strengths and weaknesses of different approaches?
- Show how your research fits in: how will you build on, challenge, or synthesize the work of others?

If you're not sure where to begin, read our guide on how to write a literature review.

Research design and methods

Following the literature review, it's a good idea to restate your main objectives, bringing the focus back to your own project. The research design or methodology section should describe the overall approach and practical steps you will take to answer your research questions.

Research type	- Will you do qualitative or quantitative research? - Will you collect original data or work with primary or secondary sources? - Is your research design descriptive, correlational, or experimental?
Sources	- Exactly what or who will you study (e.g. high school students in New York; Scottish newspaper archives 1976-80)? - How will you select subjects or sources (e.g. random sampling, case studies)? - When and where will you collect the data?

Research methods	• What tools and procedures will you use (e.g. surveys, interviews, observations, experiments) to collect and analyze data? • Why are these the best methods to answer your research questions?
Practicalities	• How much time will you need to collect the data? • How will you gain access to participants or sources? • Do you foresee any potential obstacles, and how will you address them?

Methodology in a research proposal

Make sure not to simply write a list of methods. Aim to make an argument for why this is the most appropriate, valid and reliable approach to answering your questions.

Implications and contribution to knowledge

To finish your proposal on a strong note, you can explore the potential implications of the research for theory or practice, and emphasize again what you aim to contribute to existing knowledge on the topic. For example, your results might have implications for:

- Improving processes in a specific location or field
- Informing policy objectives
- Strengthening a theory or model
- Challenging popular or scientific assumptions
- Creating a basis for further research

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.

Research schedule

In some cases, you might have to include a detailed timeline of the project, explaining exactly what you will do at each stage and how long it will take. Check the requirements of your programme or funding body to see if this is required.

Example research schedule

Research phase	Objectives	Deadline
1. Background research and literature review	• Meet with supervisor for initial discussion • Conduct a more extensive review of relevant literature • Refine the research questions • Develop a theoretical framework	20th February
2. Research design planning	• Design questionnaires • Identify online and offline channels for recruiting participants • Finalize sampling methods and data analysis methods	13th March
3. Data collection and preparation	• Recruit participants and send out questionnaires • Conduct semi-structured interviews with selected participants • Transcribe and code interviews and clean survey data	24th April
4. Data analysis	• Statistically analyze survey data • Conduct thematic analysis of interview transcripts • Draft the results and discussion chapters	22nd May
5. Writing	• Complete a full thesis draft • Meet with supervisor to discuss feedback and revisions	17th July
6. Revision	• Redraft based on feedback • Get supervisor approval for final draft • Proofread • Print, bind and submit	28th August

Budget

If you are applying for research funding, you will probably also have to include a detailed budget that shows how much each part of the project will cost.

Make sure to check what type of costs the funding body will agree to cover, and only include relevant items in your budget. For each item, include:

- Cost: exactly how much money do you need?
- Justification: why is this cost necessary to complete the research?
- Source: how did you calculate the amount?

To determine your budget, think about:

- Travel costs: do you need to go to specific locations to collect data? How will you get there, how long will you spend there, and what will you do there (e.g. interviews, archival research)?
- Materials: do you need access to any tools or technologies? Are there training or installation costs?
- Assistance: do you need to hire research assistants for the project? What will they do and how much will you pay them? Will you outsource any other tasks such as transcription?
- Time: do you need to take leave from regular duties such as teaching? How much will you need to cover the time spent on the research?

Revisions and Proofreading

As in any other piece of academic writing, it's essential to redraft, edit and proofread your research proposal before you submit it. If you have the opportunity, ask a supervisor or colleague for feedback.

For the best chance of approval, you might want to consider using a professional proofreading service to get rid of language errors, check your proposal's structure, and improve your academic style.

Q3

The technical writing process is not just sitting and writing documentation, it's a more complicated process than you may think. Usually, it consists of 5 steps:

- Preparation

- Research

- Organization

- First Draft and Revision

- Review and Publish

I'll describe all these steps and add some tips on how to make every step effective.

Preparation

The first step is preparation when a technical writer creates a plan. First of all, ask the following questions:

- Who am I writing for? What is the skill level, the average age of the audience?

- How many documents do I need to write?

- What's the deadline?

The questions about your target audience in the most important because you write documentation for people. In order to learn more about them, you can gather a focus group, but first of all, prepare a list of questions about their age, education, occupation and what not (if necessary), this information will help you later. Or you can ask people with whom you're working, maybe, they have already known their target audience.

Research

The research stage is about gathering information about a product. So, here's what you should do: interview people who are also working on this project, reading information about the product that you're going to document.

Organization

Now it's time to analyze the information that you've gathered — divide it into sections that will describe the key points of a product. Information organization is essential, it will help you create a structure of your future documentation. But remember that it's not a straightjacket, it can be changed and rewritten. Moreover, your documentation can differ from its first draft but it's ok.

A traditional structure is a narrative structure that includes intro, body, conclusion. However, a process-based structure is more common in technical documentation such as procedures and user guides. In order not to reorganize your documentation many times, work with your subject matter experts to understand

what structure they expect to get a clear explanation about the product and whether it correlates with the company goals.

First Draft and Revision

After the organization step, you're ready for a first draft. The draft will be a base for your future documentation, create it as it's comfortable for you, for example, you may use long descriptions, not formatted lists and so on, but then you should revise the written content wisely — follow all the technical writing rules like placing important information first, using the clear sentence structure, active voice and so on. To learn more information on how to improve your technical writing, read the article called "Tips on Improving Technical Writing".

Review and Publish

The last step is reviewing and publishing your content. You can use these proofreading tips for technical writers to polish your documentation, use free grammar checkers or/and ask your friend or colleague to read and follow some steps of your documentation. After that, you're ready to send your document to reviewers. When it's ok, publish your documentation. But it's not like publish and forget about that. You need to examine analytics constantly to improve your content. There are different metrics that you can use to see whether everything is going according to your plan.

Here are two articles that describe what metrics are important in technical writing and how you can use them in your working process:

- Metrics in Technical Writing

- Metrics in Technical Writing (Part 2)

Conclusion

This is the usual technical writing process, of course, it can differ from company to company according to their needs and goals.

Q4

Manual In your day-to-day work, you might find that there are times when you need to provide a client with documentation that walks them through a process or teaches them how to do something they may be unfamiliar with.

I've mentioned before that I view writing skills as vitally important for everyone, in every business, and this is a prime example of why being able to write effectively is so important. If you can't get the steps and details down on paper in an easy to understand and intuitive way, you will probably spend a great amount of time and frustration handling support requests and fixing things done incorrectly.

Here are seven tips to help you create a comprehensive yet coherent instruction manual.

1. Get out of your own head: When you begin to prepare instructions for processes you know inside and out, you will need to consciously take a step back and approach the material from a new angle. Start at square one by assuming the audience will have zero knowledge of the subject matter.
2. Know the objective: Make sure you know exactly what your manual needs to cover in order to avoid information overload or confusion that can come from too many details. This is especially important when the process is complex or has a lot of different parts.
3. Outline it first: Before jumping in and creating steps, create a high-level outline of what the document will cover, including main and subsections. This will help you make sure your process makes sense and that each section of the manual is consistently structured.
4. Make it easy to understand: Lists are a great way to outline steps for doing something because they can help people move item by item in the way you intend. It's also a good idea to use a table of contents and make your document searchable, if possible, to further support your step-by-step approach.
5. Be brief: It's tempting to want to explain everything in fine detail since it's material you know so well, but stick with only what the recipient needs to know. Focus on using only as many words as necessary to get your point across.
6. Use visual aids: Screenshots, diagrams and even videos are a great way to beef up your manual and make it easier to understand. Keep the formatting of these supporting materials consistent and to the point to avoid overwhelming the reader.
7. Give it a test drive: Or better yet, have someone else who has never seen the material before run through the instructions. Take their feedback and use it to fine tune your manual.

Keep in mind that you may need to review and update the manual periodically, especially if it's something that focuses on a third-party application or other system you do not control. Plus, with some material, it may also make sense to offer the client a hands-on walk through to ensure your instructions accomplish what they need to accomplish. And keep in mind that learning styles vary, so one client may be able to run with the same instructions that confuse a different client. Being flexible in your format and delivery can help make sure the instructions work for the recipient.

Q5

Difference between memo and memorandum

As nouns the difference between memorandum and memo is that memorandum is a short note serving as

a reminder while memo is a short note; a memorandum. (informal) to record something; to make a note of

something.

Tectonically nothing memo is short for memorandum, but there maybe difference to person you have to write it: If full name was given they may want business formal one that follows all the rules:date, to whom it may concern, Short very well written message your name and method to prove readership.

Memo is a short message sent from one person to another in the same organization

A memo (or memorandum, meaning "reminder") is normally used for communicating policies, procedures, or related official business within an organization.

memorandum is more specific than the memo which is short sweet and to the point.