

Course Title :-

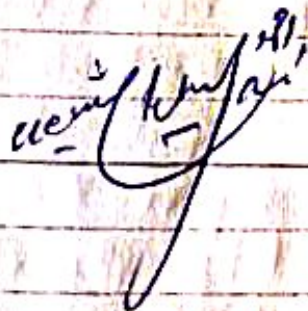
Technical Report Writing  
Module:-

4th Semester  
Instructor :-

Rizwana Iqbal  
Name :-

Ali Darvish Kayani  
Student ID :-

15243  
Signature :-



Question 4:-

Define different types of report & Explain the particular requirements for the formal reports?

Answer:-

There are 8 types of Reports:-

\* Formal or Informal Reports:-

Formal reports are carefully structured; they stress objectivity and organization contain much detail, and are written in a style that tends to eliminate such elements as personal pronouns.

Informal reports are usually short message with natural, casual use of language. The internal memorandum can generally be described as an informal report.

\* Short or Long Reports:-

This is a confusing classification. A one-page memorandum is obviously short, and a twenty page reports is clearly long. But where is the dividing line? Bear in mind that as a report becomes longer (or what you determine as long), it takes on more characteristics of formal reports.

\* Informational or Analytical Reports:-

Informational reports (annual reports, monthly financial reports, and reports on personnel absenteeism) carry objective information from one area of an organization to another. Analytical reports (scientific research, feasibility reports, and real-estate appraisals) present attempts to solve problems.

### Proposal Reports:-

The proposal is a variation of problem-solving reports. A proposal is a document prepared to describe how one organization can meet the needs of another. Most governmental agencies advertise their needs by issuing "requests for proposal".

### Vertical & Lateral Reports:-

The classification refers that more upward or downward the hierarchy are referred to management control. Lateral reports, on the other hand, assist in coordination in the organization. A report travelling between units of the same organization level is lateral.

## \* Formal Report:-

If you are writing a report for upper management or for another organization, you will need a formal report. Formal reports are also used for research papers in higher education. Formal reports are longer and well researched. Formal reports are impersonal, rarely using personal pronouns and contractions.

Summaries are located on separate pages and usually have more than one heading. Formal reports may also be preceded by a proposal. Include a contents page if your report is more than five pages long. A cover letter or memo may be required.

## Formal structure:-

Include a cover page that resembles a book cover. The abstract briefly summarizes the problem, the process of research and final

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conclusions in one page or less.  
Your title page will cover the title of the report, the person who compiled the report, the publisher and submission date.  
Summarize your initial thesis or the purpose of the study and include all the details that are necessary for your audience to completely understand the question.

Question No 3:-

Answers:-

\* Feasibility Reports:-

Feasibility

reports studies a situation e.g (problem or opportunity) and a plan for doing something about it and then determines whether that plan is "feasible" whether it is practical in terms of current technology, economics, time frame, social needs and preferences and so on. The feasibility report answers the question "should we implement Plan X?" by stating "yes", "no", or sometimes a "maybe" or "under certain conditions." Not only does it indicates whether the idea is feasible, it might outlines the reasons why the idea cannot or should not be implement, or what obstacles must be overcome before the

idea can become feasible.

\* Typical questions addressed in these reports include.

\* Is it possible?

Can this be done within the allowed budget, time frame, legal and regulatory conditions, and technical capabilities.

\* Is it financially viable?

Even if it falls within our budget. Should we do it? Will it have long term benefits that outweigh costs? Is there a less expensive or financially risky way to achieving the same result?

\* Will it will be accepted by the community :-

Will be it accepted by the public. Will anyone be opposed to it?



\* Typical contents of Recommendation and Feasibility Reports:-  
whatever variety of feasibility report you write, whatever name people call it - most of the section and the organization of those section are roughly the same.

The structural principle fundamental to this type of reports is this; you provide not only your recommendation, choice, or judgment but also the data, analysis, discussion and the conclusions leading to it. That way, readers can check your findings, your logic, and your conclusion to make sure your methodology was sound and that they can agree with your recommendation. Your goal is to convince the reader to agree with you by using your careful research, detailed analysis, rhetorical style, and documentation.

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The general problem-solving approach for a Recommendation Report entails the steps shown in the example below -

- ① Identify the need.
- ② Identify the criteria for responding to the need.
- ③ Determine the solution options you will examine.
- ④ Study how well each option meets the criteria.
- ⑤ Draw conclusions based on your analysis.
- ⑥ Formulate recommendation based on your conclusions.

## Question No 2:-

Answer:-

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.

\* Title page :-

Like your dissertation or thesis, the proposal varies dramatically.

The proposal's will usually have a title page that includes:

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

### \* ~~Int~~ Introductions:-

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.

- \* Introduce the topic.
- \* Give background and context.
- \* Outline your problem statement and research questions.

If your proposal is very long you must put a detailed information and context, problem statement, aims and objectives, and importance of the research.

## \* Literature review :-

It's important to show that you're familiar with 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 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 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 projects.

Question No 1:-

Answer:-

### Chronological Manner or Pattern:-

The chronological pattern provides information based on the time it occurred.

Each paragraph of the document will present information based on a specific time period - either past, present or future.

First, next, finally, or before, during and after.

Supposes:-

that you are asked to create a document showing that past changes and new ideas for a popular toy. A chronological pattern would allow you to explain what it currently looks like, and what suggestions you would have to improve the toy in the future.

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\* Order of Importance Pattern:-

When you have a long list of things to do and a small amount of time in to get them done, what do you do

first? Most likely, you choose what ever activity seems the most important thing must be accomplished.

Often in the business world, our writing will consist of addressing issues that arise within the allows us to prioritize different issues that need to be addressed and clearly show which ones take precedence.