

English**Semester III**

Nomenclature of the Course: **Report Writing**

Course Code: **B23-SEC-311**

Course Type: **SEC-3**

Level of the Course: **100-199**

Credits: 3 (Theory 2, Tutorial/composition 1)

Total Marks: 75

Internal Assessment: 25

End Term Exam Marks: 50

Exam Time: 3 hours

Workload: Theory 2 hours composition 1 hour

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

311.1 The students will understand various aspects of report writing.

311.2 They will improve their effective report writing skills.

311.3 They will learn planning and structure of report writing.

311.4 They will learn the formatting of reports.

Contents of the Course:**Unit I**

Introduction to Technical Writing: Technical Report

Planning and Structure of Report: Word Choice, Tone, Drafting and Coherence of main ideas,

Types of Report: Formal and Informal

Unit II

Writing and Revising the Draft, the Editing Process

Writing Styles and Techniques

Writing Effective Reports

Unit III

Formatting the Reports: Title Page, Headers and Footers, Using Tables and Graphics

Visual Aids and Presentation Skills

Unit IV

Importance of Effective Language in Report Writing

Presenting one's organization

Executive Summary

Suggested Readings

Janet Owens. *Report Writing*. DSC: London, 2011.

Mort, S. *Professional Report Writing*. Taylor & Francis, 2017.

Sharma, S., Raman, M. *Technical Communication: Principles and Practice*. India: Oxford University Press, 2015.

Note: All questions are compulsory.

Q. 1 This question will be compulsory based on all the 4 Units having 8 short questions.

Students will be required to attempt any 5 in about 30 words each covering. 10

Q:2 This question with internal choice shall be based on unit I. The student shall attempt one question out of two. 10

Q. 3. This question with internal choice shall be based on unit II. The student shall attempt one question out of two. 10

Q. 4 This question with internal choice shall be based on unit III. The student shall attempt one question out of two. 10

Q:5 This question with internal choice shall be based on unit IV. The student shall attempt one question out of two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(i)	Class participation	5 marks
(ii)	Assignments- Presentations	7 marks
(iii)	Mid Term:	13 marks
	Total Marks	25 marks