

# REPORT WRITING

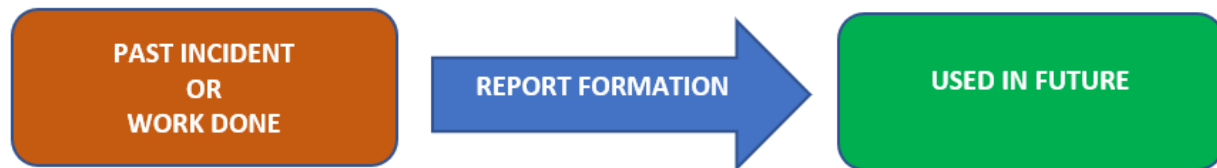
Word report has been derived from the Latin word 'reportare' which means to carry back. It's generally means to give an account of something seen, heard done etc. It is written on previously done work or past incidents.

According to STANLEY: - A report is a special form of narrative which aims chiefly at conveying information based on facts.

Reports are a part of our lives-starting from school reports, to news reports on T.V. & radio. in the course of our work write many types of reports. It is a formal document written for a specific audience to meet a specific need. It may contain

- facts of a situation
- an analysis
- interpretation of data, events, and records
- inferences or conclusion drawn from objective data or suggestions
- recommendations.

It is a factual and systematic account of a specific business or professional activity. It generally moves in an upward direction and are used to communicate to the senior level in an organization. It is a major form of technical/business/professional communication.



So, it is usually a piece of factual writing, based on evidence, containing organized information on a particular topic. It is written for a specific purpose. It discusses the topic in depth and contains conclusions and recommendations if required.

## PURPOSES/OBJECTIVES OF REPORT

1. To present a record of completed work
2. Presenting data
3. To describing problems
4. To discuss and analyzing data
5. To record events
6. To analyze situation
7. To give feedback, suggestions, recommendation

## TYPES OF REPORTS

1. **Informative report:** - the reports which gives this or that information to either internal or external sources. It merely presents facts pertinent to an issue or a situation.
2. **Analytical report (Investigating report):** - These reports are also called investigative reports. These reports analyses the facts, draws conclusions, and makes recommendations.

3. **Periodic/routine report:** - periodic or routine reports are prepared and presented at regular, prescribed intervals in the usual routine.
4. **Special report:** - these reports are related to a single occasion or situation. These reports deal with non-recurrent problems.
5. **Oral report:** - the report which are presented in orally. There is no need of written record. These are simple and easy to present.
6. **Written report:** - Any kind of report which requires a written record is called written reports. It may vary from one page to several pages.
7. **Formal report:** - The reports are formal when these are submitted to department or to a very reputed person or team.
8. **Informal report:** - These reports are normally presented orally on routine bases to either your head of the department or next line manager.
9. **Long report:** - These reports are very lengthy and include very serious kind of matter or cases.
10. **Short report:** - the length of the report is quite short and it helps the seniors to conclude.
11. **Progress report:** - these are presented daily or weekly or fortnightly to show the progress of the work during a desired period.
12. **Audit report:** - Audit reports are related to finance and budget.
13. **Staff report:** - these reports help the departmental head in smooth functioning as these reports provide report about the working of staff members.
14. **Confidential report:** - the reports which are written on a very confidential matter are called confidential reports.
15. **Technical report:** - project report on a technical subject is called technical report.
16. **Evaluation report:** - Reports which evaluate either performance or a matter are called evaluation reports.
17. **News-paper report:** - Report writing about an incident is called news report.

## **IMPORTANCE/SIGNIFICANCE OF REPORT**

Report writing is essential requirement for a person, involved in profession/ business' organization. The importance of report lies in the fact that a number of business decisions and research conclusions are made on the basis of information presented or recommendations made in reports. By helping in dissemination of ideas, views, and suggestions; reports develop information and understanding essential for effective decision making.

Students can be called upon to write project reports, seminar reports, progress reports, research reports, dissertations or thesis. Effective report writing skills are necessary in order to be successful at the workplace. As a person advances in his/her chosen career, he/she may be called on to prepare different kinds of reports. Reports are vital to the success of an organization.

Reports are important for:

- providing information in a scientific way.
- helping in planning new ventures.
- helping in evaluating the performance of their employees and promote them accordingly.
- helping people in keeping records which provide necessary feedback.
- motivating and persuading people for an action
- recoding data for future reference.

## CHARACTERISTICS OF REPORT

Reports -

1. Reader-oriented and relevant
2. Clarity,
3. Grammatical accuracy
4. Have objectivity of recommendation
5. Have unity
6. Are based on facts
7. Objective in approach
8. Precision
9. No exaggerated expressions
10. Relevance
11. Simple and unambiguous language
12. Special format
13. Illustrations
14. Homogeneity

## STYLE OF REPORT WRITING

Reports are used in various fields and the readers of the reports also vary in their interest and status. The style of a report should match to the

- purpose
- context and
- reader of the report.

Generally, the style of a report should have the following features -

1. **Formality in language:** formal words, specific terminology and unambiguous language is used in reports.
2. **Objectivity:** reports should be free from any personal ideas or emotion.
3. **Impersonal tone:** No personal tone should be used in a formal report.

## STRATEGIES OF WRITING A REPORT OR PROCESS OF WRITING A REPORT

1. Analysis of problem and purpose
2. Determine the scope of the report
3. Determine the need of the audience
4. Gather all the information
5. Analyze and organize the information
6. Writing of 1<sup>st</sup> draft
7. Revise, review and edit
8. Writing of final draft.

## PARTS / ELEMENTS / STRUCTURE OF REPORT

## ELEMENTS/STRUCTURE OF REPORT

### A. Prefatory part

1. Cover page
2. Title page
3. Acknowledgements
4. Table of contents
5. Abstract/executive summary: (purpose of report, problem of the report addresses, conclusions, the facts on which conclusions are based, the recommendation).

### B. Main text

1. Introduction
2. Discussion/ Description
3. Conclusions
4. Recommendation

### C. Supplementary

1. Appendix
2. References
3. Bibliography
4. Glossary
5. Index

## A. PREFATORY PARTS

### 1. Cover page:

It not only gives an elegant appearance but also protect main text from damage and gives a brief note about the report and its writer. It includes classification (if any), number, title of the report, writer's name with department & organization and date. Don't over load the cover page with so much of information.

<p><b>REPORT NO.....</b></p> <p><b>....TITLE OF REPORT.....</b></p> <p><b>PREPARED BY</b></p> <p><b>.....name and designation of writer.....</b></p> <p><b>SUBMITTED TO</b></p> <p><b>.....name and designation of receiver....</b></p> <p><b>ON</b></p> <p><b>date of submission</b></p> <p><b>COVER PAGE</b></p>
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### 2. Title page:

It is an important part which includes classification (if any), number, and title of the report, writer's name with department & organization and date. Other than these it also includes name and designation of intended audience and name and designation of the approving authority, if any.

<p><u>...TITLE OF REPORT....</u></p> <p><b>PREPARED FOR</b></p> <p>.....intended Audience.....</p> <p><b>BY</b></p> <p><u>..name, designation&amp; organization..</u></p> <p><b>APPROVED BY</b></p> <p>.....</p> <p><b>date of submission</b></p>
<p><b>TITLE PAGE</b></p>

### 3. Acknowledgment:

This section is to show your thankfulness to the people who helped you in completing your work.

<p><b>I am extremely thankful to</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>ACKNOWLEDGEMENT]</b></p>

### 4. Table of contents:

It is required in lengthy reports. It is a list of topics including page numbers. It helps in finding the desired topic in lengthy reports. Roman numbers (I, ii, iii.....) are used for the elements before the main body and later cardinal numbers (1, 2, 3...) are used for the later part.

<p><b>CONTENTS</b></p>	
<i>Preface</i>	<u>.....i</u>
<i>Acknowledgement</i>	<u>.....ii</u>
<b>1. Introduction</b>	<u>.....1</u>
<b>1.1 purposes</b>	.... 3
<b>1.2 problems</b>	<u>..... 5</u>
<b>2. Technical section</b>	<u>..... 7</u>
2.1.....	
2.2.....	
<p><b>TABLE OF CONTENTS</b></p>	

## 5. Summary:

The whole report in brief is written in the form of summary. It is meant for all readers.

### B. MAIN BODY

1. **Introduction:** Its main function is to put the whole report at a glance. It includes background, purpose & scope of report, authorization, and basic principles involved methodology of gathering data and structure of report.
2. **Discussion/ description:** In this section figure, tables, charts, information and data are presented, analyzed, and interpreted. Meaning, ideas, and facts are made clear to reader.
3. **Conclusion:** It states the result of all the discussion.
4. **Recommendation:** Recommendations are the clear suggestions made to improve a condition. These are the desirable steps to solve a problem.

### C. SUPPLEMENTARY PART

#### 1. Appendix (plural- appendices):

This section of your report is used for information which has come relevance to the report but cannot be easily fitted in to the text. Included material should relate to the subject of the report. It generally includes sample documents, detailed calculations, experimental results, statistical data tables and graphs, specimen questionnaires etc.

#### 2. References:

List of references contains the specific information about a particular part that has been taken from some other source. Report writer should give information regarding the sources.

Ex- Anderson, G. 2001, <i>Information Technology</i> . Chicago: Global Publishing House.
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#### 3. Bibliography:

It is the list of the books that have been consulted, or should be consulted for further. It contains the names which should be or have generally studied on the subject. It gives account about the writer, the publication, the edition, the place and the year. The page numbers are not mentioned in it. The order of the books must be alphabetical.

Ex---- Spencer, Clara: Our Heritage and Perils.
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#### 4. Glossary:

It is a list of words which might be unfamiliar to the reader and hence need explanation. The technical terms which are likely to confuse the reader can be included in the glossary (If writer and reader are from the same technical field, there is no need of glossary).

#### 5. Index:

It is given only at the end of a very long report in the form of a book. It is more helpful than a table of contents. It is arranged according to topics, sub-section, terms, and names etc in alphabetical order. It guides the reader directly to the spot where he can find a particular piece of information.

## FORMATS OF REPORT WRITING

**1. Blank report (Pre-printed):** -Reports containing routine matter and which are periodical in nature may be written in a form prescribed by the organization. All you need to do is to fill in the blanks in a preprinted form.

**2. Letter Format:** -When you send short reports of a few pages to outsiders, you can opt for a letter format. Besides all the routine parts of a letter, these reports may include headings, illustration, and footnotes.

<b>1. LETTER HEAD</b>	(if letter is written from an organization, heading should be written in the center but if letter is written by a person the name of the place is written in the left)
<b>2. DATE</b>	12 <sup>th</sup> march 2020
<b>3. INSIDE ADDRESS</b>	(Designation and Address of receiver)
<b>4. SUBJECT</b>	(it should be underlined and in capitals)
<b>5. SALUTATION</b>	Dear/Respected/Mr./Mrs.
<b>6. BODY</b>	(1. introduction 2. detail 3. conclusion/recommendation if asked.)
<b>7. COMPLIMENTARY CLOSE</b>	(It is also called Subscription)
<b>8. SIGNATURE BLOCK</b>	(Signature- name in capital designation)

**3. Memorandum (Memo) format: -**

a report you send to somebody within your organization will be in a memo format. Your analysis, conclusions, and recommendations are included in the main text part of the memorandum, the other parts being the same as the inter-office memorandum. It is used to publish a report in magazine, newspaper etc.

### MAGAZINE REPORT FORMAT

- i. **Heading-** A descriptive title that is expressive of the contents of the report.
- ii. **By line-** Name of the person writing the report. You are not supposed to mention your personal details in your answer if name is not given in question.
- iii. **The opening paragraph (introduction)** – It may include the answers of WHAT, WHY, WHEN, WHERE etc.
- iv. **The detail account of the event-** Sequence of programme with detail is given here.
- v. **Conclusion-** This will include a description of how the event ended.

### NEWSPAPER REPORT FORMAT

- i. **Headline-** A descriptive title that is expressive of the contents of the report.

- ii. **By line-** Name of the person writing the report along with the designation. you are not supposed to mention your personal details in your answer if name is not given in question.
- iii. **Place and date of reporting-** it is an important point in news report.
- iv. **Opening paragraph-** it includes the overview of the report.
- v. **The account of the event in detail-** It has two parts-
  - complete account of what happened
  - the witness remarks.
- vi. **Concluding paragraph-** This will include the action that has been taken so far or that will be taken.

#### 4. Manuscript: -

This is the most commonly used format for reports and is generally used for formal reports. The length of such reports can range from a few pages to several hundred. This format can be used for all kinds of reports. As the length of these reports increases ore elements are added like abstract, summary, appendix, glossary and so on. This format is used in lengthy reports.

### EXAMPLES-

#### 1. Write a report on Annual Day celebration of your college. (2013, 2014)

Answer: I am writing report in **MEMO FORMAT**.

#### **A REPORT ON ANNUAL DAY CELEBRATION**

By – Anubhav Goswami

Yesterday (13<sup>th</sup> December 2020) we have celebrated our 25<sup>th</sup> Annual Day in our campus at Kund Nagar, Meerut. It was celebrated on a grand scale. The preparation has been started before a month. Other than parents, many guests and dignitaries were invited to grace this occasion. Function started at 3:30 pm as the Chief guest Shri P G Parker arrived and lit the lamp. He was welcomed by presenting a memento by the Chairman of our college. The first Cultural programme of Saraswati Vandana was presented by the students of BJMC Department. Then the students of BBA, BCA, B.Sc, B. Com, BA and MA presented their cultural programmes on the stage. The meritorious students were awarded by the chief guest and chairperson. Each student was given a certificate trophy and a cheque of Rs 25, 000/-.

Stage coordination was superb. Anchoring was done by Mrs Sudesh Pandit and Mr Rahul Khem. More than 2,000 people were attended the function but the discipline committee did its job perfectly. At the end of the programme chief guest congratulated the management and team for the successful completion of 25 years. The programme was ended by the thanks note of our director Shri Arun Chauhan.



**2. Prepare a report of celebration of Independence Day in your college for publication in your school magazine. (2015)**

**Answer:** I am writing this report in '**MAGAZINE FORMAT**'.

**A REPORT ON INDEPENDENCE DAY CELEBRATION**

By – Gurga Das

Yesterday (15<sup>th</sup> August 2021) we have celebrated 'Independence Day' whole heartedly in our campus at Basant Nagar, Meerut. It was celebrated on a grand scale as our college won gold medals in many programmes this year. The preparation has been started before a week. Other than parents, many guests and dignitaries were invited to grace this occasion.

Chief guest Shri S. S. Sharma, The CDA, arrived at 7:30 am in the campus. He was escorted by a group of trained students. After 20 minutes he reached the prayer ground amidst the crowd to unfurl the Tricolour, our proud flag. Our National Anthem was sung by all present there. After National Anthem, the Chief Guest delivered an enthusiastic speech. His voice was reaching to the top floor. Then few patriotic songs were presented by the students of junior section while middle section presented skits based on 'Azadi Ke Dewane'. In the end Senior section presented a very beautiful and emotional screenplay on the life of our soldiers. Our eyes got wet. A huge round of applaud was given to the performance.

The Chief Guest and Director Announced a special treat to the participants. Programme was ended with the speech of our Director sir at 10:30 am.

**3. You are the Chief proctor of your college. Write a report to submit to the Principal about violent clash among students during convincing for election of Students' Union. (2018)**

**Answer:** I am writing this report in '**LETTER-BLOCK FORMAT**'

XYX Institute  
Meerut

The Principal  
XYX Institute  
Meerut

**SUBJECT: REPORT ON VIOLENT CLASH AMONG STUDENTS ON 13<sup>TH</sup> FEB 2021**

Respected Sir

With due regards I would like to submit my report regarding the Violent clash among The students on 13<sup>th</sup> Feb 2021 during convincing for election of Students' Union. My findings are as follows-

1. Students were divided into three groups- AD, WN, and SL
2. Before the clash day. All were busy in their campaign till 12:30 pm
3. Three days before on 10<sup>th</sup> Feb, 2021, Two of the students of WN group behaved rudely with the students of AD group who were involved in the campaign.

4. On 13<sup>th</sup> Feb, those two students were beaten by the students of WN group when they were sitting in the canteen.
5. During the clash Aman, Vijaya, Rahul and Sanket were injured badly. More than seven students got the scratches.
6. The matter was resolved by Grievance Cell and Proctor Cell. Mr Shekhar Raha headed the meeting.

**Recommendations:**

1. Students involved actively in the clash should be suspended till the parents meeting.
2. Two cameras should be placed near canteen also to keep watch on them.
3. Corridors should not be left empty.
4. Students must not be allowed to come out of the classrooms during lecture.
5. HODs should appoint duty teachers and they should monitor it strictly.

I hope that we can avoid such incidents by following the recommendations mentioned above.

Regards

ABC  
Chief Proctor  
(XYX Academy)

4. **You are a reporter in 'the National Herald'. Write a report on how the ban on plastic bags is being ignored and what damages it is causing to the environment. (2019)**

Answer: I am writing this report in 'NEWSPAPER FORMAT'.

**REPORT ON IGNORING BAN ON PLASTIC BAGS**

By Lakshman Rahu

Dashrathpur

13<sup>th</sup> Dec 2021

I am surprised to see that the people are creating a plastic world for them by themselves by ignoring the ban on plastic bags. Last week Government passed a law to ban the plastic bags and requested people either to use paper or cloth bags or container when they go out to purchase something but, to my surprise, people started blaming government and did not pay attention to it. After the law was imposed, only very few people took it seriously but rest of the people of DashrathPur only discussed this matter on crossing or in parks or in shop counters. Still today

they forget to take cloth bags with them to bring things from market. They argue to the shopkeeper to give them plastic bags to carry things. If shopkeeper try to remind them the law, they moved to another shop. Hence, shopkeepers start keeping plastic bags in the fear of losing their customers. For first few days they were using plastic bags by hiding them from police but after four to five days they carry these bags fearlessly.

These plastic bags are chocking drainage which forced the drain dirty water to overflow on the road and create insanitary conditions in the locality. These bags are giving threat to land quality.

These plastic bags contain harmful chemical which may contaminate food if carried in these bags. Other than this, people throw left food by keeping it in the plastic bags. Hungry animals eat that food with plastic bags, get seriously ill and die.

People must think seriously to check the use of plastic bags.

**5. You are very disappointed by the conditions and services provided by your school canteen. You decide to write a report to inform your school principal about the poor conditions and services of the canteen.**

Ans: I am writing this report in '**MEMO FORMAT**'

To : The Principal,  
ASL Academy  
Meerut

From : Mr Dhanush Bhardwaj  
Volunteer Group-II  
ASL Academy  
Meerut

Date : 24 March 2020

**REPORT ABOUT THE SCHOOL CANTEEN**

I am writing this report is to draw your attention regarding the school canteen. Many of the students of our academy are unhappy about the conditions at the school canteen. There were lots of complaints regarding this issue like-

1. In the first place, there are insufficient tables and benches. Our school has a student population of over 1 000. More than 80 per cent of the students go to the canteen during recess to buy food and drinks. Unfortunately, there are only about twenty-five tables and fifty benches. As a result, many students have to stand while eating.
2. The food sold at the canteen not only expensive but lacks of variety. Sometimes it tastes bad. The menu is the same every day.
3. The food and drinks are not covered. Their lackadaisical attitude and dress make the food contaminated.

4. Canteen workers are rude and arrogant. They often shout at students.

**Recommendations:**

1. A supervisor may be appointed.
2. Unplanned/surprised visit by the management will be helpful.
3. Menu cards will be scanned by the supervisor

We hope that conditions at the canteen will improve. We hope that you will look into our complaints and take steps to remedy the situation.

**Your faithfully**  
Mr Dhanush Bhardwaj  
Volunteer Group-II

**6. Write a report to the Editor to be published in the daily Newspaper about the Price hike during festive season.**

Answer: I am writing this report in 'MEMO FORMAT'.

30th June 2018

To: The Editor  
Amar Ujala  
Meerut

From: Mr Vivek Sharma  
Reporter  
Amar Ujala

**SUBJECT: PRICE HIKE IN THE FESTIVE SEASON**

Sir,

As a reporter of your Newspaper I have prepared a report on the topic of temporary inflation he festive season. Due to which the general public suffer a lot, so I want to highlight the problem through this Newspaper.

As we all know, that the festive season has started and people keep fast and purchase items of their use during festivals. But some hoarder and traders do business and they create a temporary inflation and price hike during festivals.

The hoarders hoard the necessary things of life and are successful in creating a temporary shortage of the necessary things. In this way, they set the prices of the daily useable items at their will.

The common people are forced to buy these things on high prices. Financial weaker people are unable to buy these things on high price.

I would like to give some suggestions to check this social evil

Suggestions:

1. the involved hoarder, traders and businessmen should be arrested and fined heavily.
2. The Price Control Committee should work on ground level.

3. Electronic media and other social platform should raise a voice against this problem.
4. The religious Heads should motivate businessman to be fair during festive season and help the people to enjoy their festival without debt.
5. even people should refuse to buy high priced items to teach a lesson to the hoarders.

Mr Vivek Sharma  
Reporter  
Amar Ujala

## **THESIS**

A thesis is a formally written document submitted in support of candidature for an academic degree or professional qualification presenting the author's research and findings. It is also described as a long piece of writing on a particular subject, especially one that is done for a higher college or university degree.

In short, a thesis is a long scholarly paper that is typically used to sum up learned knowledge in a master's program. It is required in research-oriented degrees to apply their practical skills before culmination. For instance, a physiology major may investigate 'effects of emotions on eating habit '.

### **IMPORTANCE OF THESIS**

Writing thesis enhances various skills which are required for success in future working life.

Writing thesis is important for various reasons like-

1. When writing thesis, information retrieval skills are developed.
2. Critical and analytical thinking is brightened.
3. Problem solving and argumentation is strengthened
4. Thesis gives a chance to shine and prove professional capability in the chosen field.
5. A thesis gives the valuable opportunity to delve into interesting research for greater depth of learning in career area.
6. It showcases gained writing skills, authoritative awareness of the field, and ambition to learn hence employers also prefer candidates who have thesis in their portfolio.
7. Thesis will also fine-tune critical communication and public speaking skills, which can be applied in any career.

### **PURPOSES OF THESIS**

The purposes of a thesis are

1. To demonstrate proficiency in academic research
2. To present appropriate academic communication, both written and oral.

3. To demonstrate mastery of a particular subject area
4. To showcase ability to independently create new scientific knowledge.

### **STYLE OF THESIS**

If the thesis is written in a proper format and style, then it will impress the readers and the success of the writer will be certain. A thesis must have a formal style which is -

1. Impersonal and objective in nature
2. It coherent
3. It should have clarity
4. It must be comprehensive.
5. It must follow the rules of conciseness and completeness.
6. Language must be objective free of ambiguity and redundancy.

### **COMPONENTS OF A THESIS**

Theses come in various sizes and shapes. The components of many theses are similar although their functions and requirements may differ according to the degree they are presented for.

#### **Cover page**

- identifies topic, writer, institution, degree and date (year and, if you like, month)

#### **Declaration**

- states that the material presented has not been used for any other award, and that all sources are acknowledged
- states that the approval was received and gives the reference number

#### **Acknowledgements**

- to thank anyone whose support has been important for your work
- the supervisor generally receives the first vote of thanks. You may speak from the heart.

#### **Table of Contents**

- lists all major divisions and subdivisions marked by numbers and indicates which page they are on
- Lists of Tables/ Figures/ Illustrations/ Appendices
- lists all of these and the pages on which they appear
- a separate section is used for each of these categories

#### **Abstract**

- speaks the focal points of the thesis
- summarises the thesis, mentioning aims/purposes, focus of literature review, methods of research and analysis, the findings, and implications

#### **Introduction**

- provides background information related to the need for the research
- builds an argument for the research (rationale) and presents research questions and aims
- gives an outline of subsequent chapters

**Literature Review**

- to show the reader that you are familiar with issues and debates in the field
- to show the reader that there is an area in this field to which you can contribute

**Methodology (research design)**

- presents a rationale for the methodological approach (using literature)
- describes and justifies the methods of research and analysis (using literature)

**Results**

- presents the data and findings, ordered/analysed in ways justified earlier (methodology)
- past tense is a feature here (usually)
- data in tables should be carefully set out, checked and discussed

**Discussion**

- discusses findings, drawing out main achievements and explaining results
- makes links between aims and findings (and the literature)
- may make recommendations – these could appear in the Conclusion chapter

**Conclusion**

- draws all arguments and findings together
- summarizes major findings
- presents limitations and implications
- suggests directions for future research
- ends on a strong note

**Appendices**

- provides a place for important information which, if placed in the main text, would distract the reader from the flow of the argument
- appendices may be named, lettered or numbered (decide early)

**References/ Bibliography**

- shows the reader which texts/materials you have consulted
- is in alphabetical order

**Glossary/ Index**

- helps reader where the context or content of the research may be unfamiliar
- a list of key terms/topics.

## **SYNOPSIS**

Synopsis is the gist of your planned project submitted for approval from competent authorities. It gives a panoramic view of your research for quick analysis by the reviewers. Thus, a protocol or a synopsis forms an integral part of a research project or a thesis.

A synopsis of a research project is a document submitted to an authority or an institution for the purpose of

1. Ethical clearance
2. Formal registration to universities for the award of a degree or doctorate
3. Peer review
4. Financial assistance from organizations like ICMR, DST, NACO, DGHS, and MHRD

A synopsis should be constructed in a manner that facilitates the reviewer to understand the research project at a glance. It should be brief but precise. A synopsis can be structured in the following manner:

1. Title
2. Statement of the problem and hypothesis
3. Aims and objectives
4. Review of literature
5. Research methodology
6. References

**Title:**

The title of the research project should be brief but informative; sensationalization of the title is best avoided. It should neither be too short nor too long. Any name of the institution, the number of cases to be studied should not be included. The hypothesis to be studied can be included.

**Statement of the problem or hypothesis:**

The problem being studied should be mentioned in precise and clear terms. Understanding the problem aids the researcher in constructing the research proposal. It also allows the person to formulate the hypothesis. The problem under study should be relevant to the present. A brief account of its utility at the local or national level has to be discussed. The present status of the problem and the necessity for taking up the study needs to be mentioned. Hypothesis is mentioned as a tentative prediction or explanation of the relationship between two or more variables.

**Aims and objectives**

All research projects should have objectives and aims and every effort should be made to achieve



them. The objectives and aims should be only a few (2-3). They must pertain to the study problem.

### **Review of literature**

Review of literature is a very important part of a research project. It achieves the following:

- a. Familiarizes the reader to the problem under study.
- b. It describes the work done by others either at local or international level on it or similar subject.
- c. It helps the researcher to understand the difficulties faced by others and the corrective steps taken or modifications made by them. The researcher can anticipate similar or additional problems during the study and review of literature helps him in anticipating them.
- d. Research methodology of the researcher can be structured and modified after reviewing the literature.
- e. The review assists in identifying various variables in the research project and conceptualizes their relationship.
- f. Review of literature in a synopsis helps the reviewer in assessing the knowledge of the researcher. The reviewer can assess the work put in by the researcher and also assists in assessing the feasibility of the study.

### **Research methodology**

In a synopsis the research methodology adopted should be mentioned in about 150-200 words. The research methodology forms the core of the research project. The methodology should cover the following aspects:

1. Study design
2. Study settings
3. Sampling
4. Variables
5. Controls
6. Study methods - examinations or investigations

7. Data collection
8. Data analysis
9. Ethical clearance

### **Acknowledgments**

The author must be thankful to all those people who have helped him/her in the research work. This section is a thanks giving section where author shows his/her gratitude towards all those people who have helped him/her.

### **References**

References is a list of all the resources from where we have borrowed some information. A list of such references should be given. As

- Srinivas DK, Ananthkrishnan N, Sethuraman KR, Santoshkumar. Medical education principles and practice, trainers, manual, NTTC. Pondicherry: JIPMER; 1995. p. 1997, 2000. [Google Scholar]
- Mestri SC. Short book on medical education. Medical Education Unit, JSSMC, Mysore: 2003. [Google Scholar]

## **7 C'S OF EFFECTIVE BUSINESS WRITING / BUSINESS COMMUNICATION**

The seven principles of effective Business Writing / 7 C's of Business Communication are enumerated below: -

### **1. Consideration / Conversational (Your attitude)**

Try to visualize your reader's circumstances, problems, emotions, their desires etc. and indicate that you understand these by using your words with care. If you are writing a sales letter, show the recipient how the product would be beneficial for them. When you write with consideration, you generate goodwill.

### **2. Courtesy (Be courteous)**

Be courteous and polite. Avoid making negative statements and an accusatory tone accusing the recipient. eg. Instead of writing, “You did not send the cheque”, use “The cheque wasn’t enclosed.” Even if you are writing a complaint letter, your tone must be polite and courteous at all times.

### **3. Clarity (Be clear)**

One has to be clear and specific in their letter. The words used should be unambiguous and not vague (unclear). Avoid giving abstract (summary) information. Eg. Instead of ‘visualize’, use ‘see’. Instead of ‘at the present time’, write ‘now’. Instead of using ‘the website is now fully operational with the e-commerce functionality setup’, write ‘the company has launched its website’.

### **4. Concreteness (Be convincing)**

A good business letter always provides concrete information (specific information). Eg. Instead of saying, “I expect the consignment/order to reach me at the earliest”, use “I expect the order to be delivered to me by 21st of August 2020.

### **5. Correctness**

Correctness of both – the expression and the information should be followed. While writing a business letter, the principle of correctness should be followed. The writer must ensure correctness in his tone, format and information that he provides in the letter. The facts mentioned must be true and correct. Grammatical structures and spellings should be correct.

### **6. Conciseness**

Use only necessary details and short sentences. Be direct and avoid long redundant (lengthy & unnecessary) expressions. Use the “Keep it short and simple” formula.

### **7. Completeness**

Provide complete information in the letter. Whatever information has been asked and whatever information you want to get should be clearly mentioned.

## **TECHNICAL RESEARCH PAPER WRITING**

Technical research paper/article is a form of written technical communication. It is intended to communicate to a specific audience a specific purpose. A technical research paper is a written document that talks about the process and results from conducting technical or scientific research for the purpose of finding solutions to a given problem.

A research article is based on original research carried out by the author. It may be the outcome of a particular research project carried out by the author or the result of a small scale study. The research might have been carried out in the laboratory or in the field. It might be theory based, or a part of action research to develop certain methods, equipment, procedures, systems, and so

forth. The main purpose of a research article is to add to the existing knowledge, understanding, and scope of a particular subject. A research article could be either published in a journal or presented in a conference in order to achieve its objectives.

**Purpose: -**

- i. Writing technical articles is the need of the hour.
- ii. These articles help in furthering the industrial growth.
- iii. These are helpful in
  - Transferring technical knowledge.
  - Preserving it for future growth.
  - Disseminating technical knowledge of a specific field.

### **ESSENTIALS OF A GOOD TECHNICAL PAPER/ ARTICLE**

A well written technical paper will help the professional to achieve his goal and also to excel in his professional skills.

- It should aim at discussing and describing data in a systematic way.
- It should be written in clear and simple style.
- Vocabulary should be in accordance with the nature of the technical data.
- It should be highly formalized in structure.
- It presents an objective analysis of inferences at the end.

### **ELEMENTS OF TECHNICAL PAPER**

**Title: -**

Title is required to avoid confusion as the title indirectly throws light on the content of the article.

**Name of author**

It is written below the title on the title page. Next to it writer's address and the name of the institution must be placed.

**Abstract: -**

It contains the necessary information regarding the content of the article. It must be concise, straight to the point, and easy to read. An abstract contains a short description of the work done, and the conclusions arrived at.

**Introduction: -**

It introduces the topic or the problem which is being considered by the writer. It shows the worth of the problem. You should also give some background information as to why the paper was written, the question(s) the research seeks to answer, and what you aim to achieve at the end of the research.

**Objectives: -**

The purpose of the writing should be brought in light and statement should be made about the type of analysis it is going to make.

**The body:**

The body contains the theoretical background of the paper and the review of relevant literature. The bulk of the work lies here. Your work must be thorough and extensive. However, it must include only materials relevant to your research.

**Methodology: -**

There will be a detailed description of the methodology, so far adopted in the course of study. It should throw light on the basic design of the article, experiments carried out, selection of the sample of study and the statistical measures adopted by the researcher.

**Findings, inferences and recommendations: -**

The most important part of an article the statement of findings, inferences drawn and the recommendations made on the basis of the analysis of the results.

**Appendices: -**

(Optional) It includes the other information related to the research, left.

**References/bibliography: -**

On the final page of the research, an alphabetized list of research sources (books, articles, periodicals, interviews etc) should be mentioned.

**Acknowledgements: -**

It is the last section and includes the thanks to the people who have helped him in conducting the present research.

**Specimen-----**

The following is a specimen research paper:

***Chemical Characterization of Khimp Fibre***

***(Leptadenia pyrotechnica)***

*P. Mojumder, S.B. Mondal, S. Mukhopadhyaya and K.K. Sen*

*National Institute of Research on Jute & Allied Fibre Technology (ICAR), 12*

*Regent Park, Kolkata 700 040, India*

*Received:05 February 2001: Accepted: 21 May 2001*

*The characteristics of Khimp fibre (Leptadenia pyrotechnica) are studied with a view to exploring wider uses for it. The high alpha-cellulose and low lignin contents of the fibre with*

*favourable length/breadth ratio of the ultimate cell make it suitable for use in blending with cotton or polyester fibres to produce blended textile yarns and in pulp and paper industries.*

## **Introduction**

*In India, many vegetable fibres having good potentiality are not being properly exploited. If these fibres are put to proper use, the rural economy of the country could be improved significantly. One of these is the wild fibre crop (*Leptadenia pyrotechnica*), belonging to the family 'Asclepiadaceae' and is popularly known as 'Khip' in Rajasthan, 'Khip' in Gujarat, and 'Kip' in Punjab.*

*Khip plant is a natural desert shrub and grows abundantly throughout the year in the Thar Desert of Rajasthan of which about 44,000 sq miles are in India and the rest about 30,000 sq miles in Pakistan. The Khip plant is profusely branched with a height of 1.8 m. The flowers are small and yellow in colour. The pods are cylindrical, green in colour when immature, and turn grey when they mature. Average life period of a single plant is 15 to 20 yr.*

*Presently, the khip plant is being used in rope making, animal fodder, and thatching purposes. Due to its good sand binding property, it is also being used for soil conservation in the desert region. The fibre is extracted from the green stem of khip plant by crushing and subsequent retting. As it is a perennial plant, the green stem is available throughout the year, especially in large quantity in rainy seasons. After 2 yr of growing, 2.5 to 3 kg (approx.) green stems can be obtained from a single plant, which increases up to 10 to 12 kg (approx)/week as the plant grows older. The fibre yield from the green stem is approximately 8 to 10 per cent.*

*The khip fibre is more or less similar to cotton linters and it can be used to serve as a raw material for textile and pulp and paper industries. In order to explore the possibility of putting the fibre to wider use, the chemical constituents have been determined. The results obtained are reported.*

## **Materials and Methods**

*Khip plant was collected from Ganganagar (District Bikaner), Rajasthan, India. The fibre was obtained from the green stem of the khip plant by crushing, followed by retting and combing.*

*The chemical constituents, including pentosan, lignin, alcohol-benzene extract, and ash, were estimated according to TAPPI Standard Method. The alphacellulose content was determined according to the modified method of Sarkar et al. The degree of polymerization of the alpha-cellulose was estimated from the relative viscosity of 0.5 per cent solution of alpha-cellulose in cupriethylene diamine, using the equation of Battista. Acetyl value was determined by Clerk method. The pectin content was estimated by extraction with 0.5 per cent ammonium oxalate solution. Uronic acid was determined by spectrophotometry at 535 nm, using UV-VIS Spectrophotometer (Model No. U-3410, Hitachi).*

*The polysaccharides of the fibre were hydrolysed, according to the method of Jeffery, et al. Sugars in the hydrolysate were identified by paper chromatography using Whatman filter paper No. 1 and butyl acetate: pyridine: ethanol: water (8:2:2:1) as solvents and were detected using aniline oxalate solution.*

*The sugars in the hydrolysate were converted to their alditol acetate and estimated by GLC, using a Hewlett Packard 5830A model gas chromatograph equipped with FID and stainless steel column (15 x 0.05 cm), containing 3 percent ECNSS-M on Supelcoport (80-100 mesh) at 190° C, using nitrogen as carrier gas.*

*The ultimate cell length and its diameter were estimated by the method suggested by The Textiles Institute, Manchester. The length/breadth ratio was also calculated. The gravimetric fineness of the fibre was determined by the method of Bandyopadhyay et al. The filament tenacity was estimated with INSTRON Tensile Tester at a test length of 1 cm and the cross-head speed of 1 cm/min.*

## **Results and Discussion**

*Khimp fibre is a ligno-cellulosic bast fibre obtained from the stem of khimp plant, but unlike other long vegetable fibres such as jute, mesta, and sunnhemp, it has a very short filament length. The chemical characteristics of the fibre are given in Table 1 and the physical and mechanical properties are summarised in Table 2. The fibre has high alpha-cellulose content and low lignin and pentosan contents comparable to the compositions of sunnhemp and flax. The alcohol benzene extract and ash contents are high in comparison to those of jute, mesta, and sunnhemp. The loss in alkali boil is comparable to wood. The degree of polymerization of alpha-cellulose is comparable to other ligno-cellulosic fibres. Analysis of neutral sugars of the fibre showed the presence of glucose (93.95 per cent), xylose (1.60 per cent), arabinose (4.09 per cent), and rhamnose (0.36 per cent).*

*From the physical characteristics, it is observed that the ultimate fibre length is fairly high and the length/breadth ratio is around 5:20. The strength of khimp fibre is comparable to that of other lingo-cellulosic bast fibres such as jute, ramie, and flax, but the breaking stress is comparable to that of sunnhemp, ramie, and flax. When compared to unicellular cellulosic fibre, such as cotton, it is observed that the strength was more or less same as that of cotton but the breaking stress is found to be much lower than that of cotton, which is 6.5 to 7.5 per cent.*

*Considering these properties, the fibre appears to have good potential as raw material in pulp, paper, and other cellulosic industries. The fibres are quite strong, as indicated by their tenacity values, but the fibre in its original form cannot be spun due to its short filament length. It could be used in combination with cotton and polyester to produce blended yarn for making diversified value added products.*

**Table 1-Chemical Composition of Khimp Fibre**

<b>Chemical Constituent</b>	<b>Percentage</b>
<i>Alpha cellulose</i>	75.26
<i>Pentosan</i>	5.15
<i>Lignin</i>	4.93
<i>Uronic anhydride</i>	6.20
<i>Acetyl value</i>	0.35
<i>Pectin</i>	3.84
<i>Alcohol benzene extract</i>	2.11
<i>Nitrogenous matter</i>	0.44
<i>Ash</i>	2.77
<i>Loss on water boil</i>	2.34
<i>Loss on 1% alkali boil</i>	14.91
<i>DP of alpha-cellulose</i>	9.04

**Table-2 physical and mechanical properties of khimp fibre**

<i>Ultimate cell</i>	
<i>Length</i>	0.67
<i>Breadth</i>	129
<i>L/B ratio</i>	519
<i>Filament</i>	
<i>Gravemetric fineness</i>	1.01
<i>Tenacity</i>	45.8
<i>Extension at break percent</i>	3.4

### **Acknowledgement**

*The authors are grateful to Sri Prahlad Rai Vyas, Bikaner, Rajasthan, who provided the fibres from the Khimp plant for this study.*



## **References**

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# **SEMINAR AND CONFERENCE PAPER WRITING**

**SEMINAR:** A seminar is a formal academic forum that brings together a small group of participants who are taught about a specific subject. In a seminar, experts provide knowledge and training to the participants.

## **TRADITIONAL STRUCTURE OF A SEMINAR PAPER**

### **1. Introduction - Set out the "Crux" of the Paper**

- Introduce and note why the topic is important.
- Briefly summarize necessary background information.
- State your thesis.

- Convey your organization of the paper -- (i.e., "roadmap"). Tell the audience what your paper will show and in what order. If you can concisely summarize your research and outline the arguments of your paper, then odds your audience will be able to follow your analysis.

## **2. Background - Orient the Audience**

- Describe the genesis of the subject.
- Describe the changes that have occurred during its development.
- Explain the reasons for the changes.
- Describe where things are now (You may also want to indicate the reasons for further change).

## **3. Analysis - Explain the Thesis**

### **• Large-Scale Organization**

- Discuss the major issues.
- Separate issues and sub-issues.
- Order issues logically.

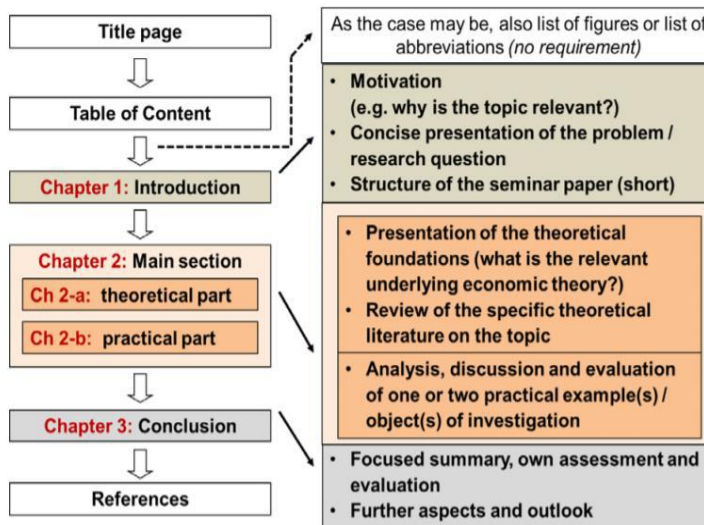
### **• Small-Scale Organization**

- Introduce and conclude on each issue.
- Present your arguments and rebut opposing arguments.
- Use organizational paradigms where appropriate.

## **4. Conclusion**

- Restate the thesis of the paper.
- Summarize major points.
- If you chose to use a hypothetical in your introduction, revisit the hypothetical to "tie-up" your paper.

The structure of a seminar paper can be displayed in schematic form:



## WRITING A SEMINAR PAPER

The scientific nature of a seminar paper is closely connected to the use of literature that has been published in the relevant field. Existing statements by other authors have to be quoted, controversial approaches have to be displayed and a position regarding their content has to be developed. Please note, however, that the literature review is (merely) of auxiliary nature and does not make up for an independent interpretation and analysis of the relevant economic issue. Throughout the text, all direct and indirect quotations have to be clearly marked and corresponding references have to be indicated. A seminar paper lacking either a complete bibliography or references in the text will not be accepted. Please make sure to indicate all sources of any type of intellectual property. This also applies to all quoted numbers, tables and figures. The infringement of intellectual property rights by passing off ideas of others as one's own is a serious violation of the rules of scientific duty of documentation. Such plagiarism will be graded 5.0. In addition, such plagiarism might infringe copyright law, which will potentially be prosecuted. Please also read the document "Guidelines on dealing with plagiarism" which is available on the chair's website. On a related note, please make sure to complete and sign the statutory declaration provided by the chair and attach it to the seminar paper as the last page. This form is also available on the website of the chair. Seminar papers lacking this declaration will not be accepted.

**CONFERENCE:** A conference is a formal meeting organized by members of an organization, group or people to discuss a topic that members have a common interest. A conference is typically a consultative forum where participants give their opinion on the subject.

## WRITING A CONFERENCE PAPER

Conference papers are articles that are submitted to a conference to get an opportunity to present your results. The presentation is usually oral along with a ppt, but initially you have to submit either an abstract or an article which is reviewed by the conference organizers to decide whether or not you get a chance to present at the conference. Often, the paper is later published in the conference proceedings for more visibility.

Before you begin writing your conference paper, you must check the conference conventions and guidelines and note down any structural or formatting styles to be followed. Make sure you present your findings in an organized and logical manner.

You can refer the following format mentioned below in sequence while writing your conference paper: -

**1). Abstract:** It is the first section of the paper and summarizes the findings of your research. You can include the main points of your research like the purpose of your

research, the methods used, the findings as well as the conclusion of your research in the abstract.

**2). Overview and problem statement:** It provides a brief overview of your research topic and states the problem that you have identified through your preliminary research. You must highlight a gap between the ideal situation and the reality in this section.

**3). Proposed method:** This section must provide brief details about the methods that you have proposed – the assumptions as well as workings that you have carried out. You can make use of facts and figures to make your data appear impressive.

**4). Experimental data analysis and results:** This section contains a brief analysis of the data and the results of your preliminary experiments.

**5). Conclusion and References:** This section includes the conclusion of your research as well as recommendations for further research. You must also mention all the references correctly in this section.

## DIFFERENCE BETWEEN SEMINAR AND CONFERENCE:

Seminars and conferences are formal meetings that are organized and attended by participants with the aim of discussing a specific agenda of common interest.

**Key differences:**

- A conference is a formal meeting where people congregate to discuss a specific area of common interest while a seminar is an educational forum where members meet to acquire knowledge about a particular area.
- Seminars take short period because they focus on a specific area while conferences may last for an extended duration since members discuss and air their opinion concerning the subject matter.
- There is active participation in a conference where all the participants are required to give their feelings and opinions about a specific aspect while seminars offer limited involvement because participants receive directions from an expert.
- A seminar takes an academic forum where participants acquire skills and knowledge and are given a certificate while conferences take a consultative view for discussion and members are not given a certificate.
- Other differences between conferences and seminars include the purpose of the meeting and formality among others.

## **RESUME WRITING; C.V. WRITING**

A resume is an abstract or selective record of one's professional and educational achievements like formal education, work experience, qualification, and abilities and so on. While defining resume, Pauley and Riordan write: "your resume is a one-page document that summarizes your skills, experiences and qualification for a position in your field". The main purpose of resume is to motivate your employers to contact you for an interview.

### **i. Difference Between Resume and Bio-Data Making**

Bio-data includes the biographical details of somebody including background, educational qualifications, skills, abilities, hobbies, interests and other particular of the nature.

Resume refers precisely to one's professional skills and educational qualifications, work experience and other relevant information which justify one's claim to a job. It highlights a person's fitness or suitability for a job.

### **ii. Essentials of Resume Writing**

As you know that a resume reflects the complete achievements of a person in various fields. It enables the employer to form some ideas about the proficiency of the applicant hence a resume

should be written cautiously, highlighting the possible virtues of an applicant. A resume must answer the following question-

- (a) How can the employer contact the candidate?
- (b) What are his/her career objectives?
- (c) Which institutions have been attended?
- (d) What courses (academic or professional) have been completed?
- (e) What is his/her work experience?
- (f) What are his/her career achievements?
- (g) What are his/her special skills or capabilities?
- (h) What are his/her awards or honors that he/she has received?
- (i) What are his/her activities/special interests/hobbies?
- (j) Who are his/her references?

### iii. Main Features / Guidelines for Writing Good Resume

1. The resume should be well-written, sentences and paragraphs should be short and simple.
2. Use of jargon should be avoided.
3. It should be typed.
4. It should provide all necessary information, relating to the applicant's education and experience.
5. Irrelevant personal information should not be included.
6. It should be complete in all respects.
7. It should be written in a format.
8. It should be written in objective style (no qualitative salesmanship information)
9. Use descriptive nouns, noun phrases, action words, and sentence fragments to describe your experiences.
10. Place your full name in a line by itself as the first item of the resume.
11. Left align the entire document, avoid columns, and use at least one-inch margins.
12. Avoid punctuation as much as possible.
13. Avoid vertical and horizontal lines, and boxes.
14. Include a key word summary at the end of your resume.

### iv. Types Of Resume

<b>The chronological resume</b>	<b>The functional resume</b>
<ol style="list-style-type: none"><li>1. In this format the information has been arranged in chronological order.</li><li>2. It is traditional.</li><li>3. it emphasizes education and work experience</li><li>4. Can be easily focused on your positions and accomplishments.</li><li>5. Main sections are<ul style="list-style-type: none"><li>· career objectives</li><li>· summary</li><li>· educational history</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. In this resume main focus has been given on skills and strengths.</li><li>2. It presents the applicant in the term of skills.</li><li>3. It emphasizes the skills you bring to the job.</li><li>4. The main sections are<ul style="list-style-type: none"><li>· objectives</li><li>· personal data</li><li>· education</li><li>· work experience</li><li>· skills and certifications</li></ul></li></ol>

<ul style="list-style-type: none"> <li>· personal data</li> <li>· work history</li> </ul>	
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### **Hybrid/ combination resume**

1. It includes the best features of the chronological and functional resumes.
2. It is not very much popular.
3. It becomes lengthy.
4. It may turn out to be repetitious in nature.

### **v. Parts / Structure Of Resume**

RESUME	
Name _____	Post:.....
Address_____	
Contact no._____	
e-mail_____	
=====	
=====	
<ol style="list-style-type: none"> <li>Objectives:-</li> <li>Profile: -</li> <li>Education background: -</li> <li>Achievements: -</li> <li>Work experience: -</li> <li>Relevant Skills: -</li> <li>Strength: -</li> <li>Activities and interests: -</li> <li>Personal Details: -</li> <li>References; -</li> <li>Name, designation and contact details of reference.</li> <li>Declaration: -</li> <li>(Name)</li> <li>(Date)</li> <li>(Place)</li> </ol>	

**vi. Format of resume-**

**RESUME**

Post: Asst Engineer

Arun Bhardwaj  
23/4 - K - Patel Nagar  
Meerut

**Objectives:** - I want to grow steadily with confidence in my professional life and serve the organization with my skills and knowledge.

**Profile:** - I am a smart worker equipped with updated knowledge in the field of mechanical engineering. I am flexible to time and place.

**Education background: -**

S.No	Class/course	Board/university	Subject/course	year	%

**Achievements: -**

1. I got Second position in All India Mechanical Master Competition in 2018.

**Work experience: -**

S.No	Name of employer company	Job profile	Duration

**Relevant Skills: -**

1. Computer skills
2. Communication skill
3. Managerial skills

**Strength: -**

1. Cool temperament
2. Can handle job pressure

**Activities: -**

1. Member, NCC, 1994-1996
2. Member, Institute of Engineers, New Delhi

**Interest : -**

1. Badminton, football, cycling
2. Travelling

**Personal Details: -**

Name: Arun Bhardwaj  
Father's name: Shri S.S. Bardwaj  
Mother's Name: Smt M W Bhardwaj  
Date of Birth: 13<sup>th</sup> December 1996



Marital status: Unmarried

Languages known: Hindi, English

**References; -**

Mr. Rohit Khanna, Manager, PTU, 91-75XXXXXXX3

Mr Dev Rana, Executive Manager, Vidya Knowledge Academy, 91-94XXXXXXX6

**Declaration: -** All the above-mentioned information is true to my knowledge. If found wrong I will be responsible for the consequences.

Arun Bhardwaj

13<sup>th</sup> Feb 2021

Meerut

## **ELEMENTS OF C.V.:**

- It starts with the title “Curriculum Vitae” in a bold or capital letters.
- **Personal Details:** Complete name, in the form of the first name, second name and family name or surname is the last entry. In some parts of India, the second name is father’s name. In northern India, the second name is usually extension of the first name e.g. Kumar in case of Rakeshkumar or Lal in case of Makhanlal, Singh, etc. The name should be typed in bold or capital letters. In some cases, before name Mr/Ms/Mrs/Dr is written. The name is followed by address. Some people mention temporary and permanent address separately. Sometimes, office and residential addresses or address for communication are mentioned separately. It may ensure reliability of postal delivery. It further includes landline phone number with local, national and international code, mobile phone number; and email address. Official and personal both email address is mentioned.
- **Photograph:** In most of the cases, photograph may not be necessary. For admission purpose, national/international employment, immigration, passport and visa purpose, if specified, photo should be attached.
- **Age:** Years Months, Sex: Male/Female
- **Marital Status:** Married/Unmarried
- **Caste/Religion:**
- **Nationality:** In Indian organisations, state and government office application forms, such columns still exist. In line with that, these details may be covered optionally. At international level age, sex, marital status, caste, religion, and nationality are considered as discriminatory features. To avoid legal complication, they are discouraged or omitted from the application forms and CVs in many cases.

• **Job Seeker:** The CV is identity of the individual. The beginning of the CV should be such that the other side is tempted to go through it. The CV should be successful, at least to lead you to the interview table. For this purpose, the CV can be started with the strengths of the job seeker. It follows the personal details. It may prove the competence of the person concerned.

• **Skills:** By experience, training or qualifications, some special skills may be developed by an individual. The special skills can be covered here. Some skills are job specific. Earlier, for a clerical job, knowledge of typing and typing speed in words/minute was considered important. Knowledge of shorthand was also, important. Nowadays, familiarity with use of computer, fax, Xeroxing, internet, intranet, email, websites, etc. is very important for Ex: communication. For a marketing job, communication skill is important. For technical persons, familiarity with branch specific dedicated software tools becomes an important skill. For a senior position, managerial skill is necessary. In purchase department negotiation skill is necessary. In any job, at any position, dealing with the people of different types and levels is necessary. For a lawyer logical convincing is necessary. For a teaching job teaching skill and research aptitude are necessary. For technicians, skill in specific trade required. If somebody has mastered some skill, it is his asset and he can prove to be the asset for the organisation.

• **Experience:** Due to the globalization and out sourcing, a lot of opportunities are available. A lot of mobility is observed. Youngsters usually change a number of jobs. At senior level, a person may have rich experience to his credit. The experience may be in different companies and in different capacities, with different responsibilities. The experience is mentioned in a tabular form. It includes the name of the organisation, the position and the dates of employment (from\_\_\_\_ to\_\_\_\_). Usually the experience is stated in a reverse sequence. So, if somebody is interested, only in recent experience, it can be referred accordingly. Naturally the current job may be on the highest position or with highest salary. The responsibilities handled at present may be specified. In case of a very long career, more than twenty or twenty five years, the earlier part may be clubbed and covered in short and the recent part may be covered in detail.

• **Achievements:** In a long career, a person may get some good opportunities to work in different departments in different positions. He may make some remarkable contribution or improvement or innovation. It can be covered in the career history. His services may be appreciated by some certificates, rewards or felicitations. It is his achievement.

• **Education:** Starting with the highest degree the educational qualification is mentioned. It includes the Ph.D., post graduate and bachelor degree in engineering, management or in any other faculty. • **Competitive Examinations:** If the candidate has covered some competitive examinations for study, admission or job purpose that can be mentioned. It may be GRE, GATE, GMAT, CAT, TOEFL, UPSC, IPS, IRS, etc.

• **Training:** On job, as per the requirement of the job or of the training, the candidate may undergo some training. The training may be arranged by the industry, supplier, government or private agency. The training may be in house or external. In a teaching line there may be induction training, short term training under ISTE, AICTE, industrial training, etc. For non-teaching staff and technical staff also, trainings are arranged.

- **Professional Membership:** Engineers are associated by membership with national or international professional bodies like Institution of Engineers (I), Institute of Electronics Engineers, IEEE, ISA, ASHRE, Management Association, CII, Chamber of Commerce, etc.
- **Membership of Professional and Academic bodies:** Universities have board of studies, faculty, academic council, senate, syndicate etc. Membership of these bodies is prestigious. Many organisations have governing council and its membership is usually by nomination.
- **Publications:** Professors, researchers, engineers and scientists have large number of technical papers, published by them. Some of them may be presented at the national and international conferences. Papers are also, published in technical and professional journals. Publications in referred journals are more creditable. Some people also publish books.
- **Patents and IPR:** Many scientists, engineers and researchers, carry out some unique or innovative work and get the patents. It becomes intellectual property right of the researcher or an innovator. It may earn a good reward by way of royalty. Apart from money, it adds to the credentials.
- **Project and consultancy:** Professors at leading educational institutes, work for projects sponsored by government, industry, R&D organisations and defence organisations. It brings credit to the organisation and individuals. Many professors work as consultants to the industry and government. They make value addition to the organisation.
- **Hobbies:** In many cases, all round development of persons is given due consideration. Music, art, culture, drawing, painting, reading, writing are the hobbies helpful for personal growth. All these points give a lot of scope to the candidate to project one's self. Due advantage should be taken, with proper discretion. Care should be taken, not to criticize any individual or organisation. For the failure, nobody should be blamed. Earlier or current employer should not be criticized. Love for the job, commitment, resourcefulness, initiative, sincerity, hard work, integrity, honesty and ethics should be reflected in the CV and account of the past career may be given systematically.
- **Extra-curricular and co-curricular activities:** For the fresh graduates, most of the above points are not applicable. They can mention the participation in sports and cultural activities and technical festivals at local, state and national level. Any prizes won, may help in proving better edge.

**Note:** - The CV should be simple, compact and legible, must meet employer requirement, reflect your image and convince the recruiter. CV is useful for all types of jobs and at all levels of career. Nowadays, video form of CV is also coming in practice. Some persons are excellent but, they do not realize their market value. CV is the best tool for the same. It provides the opportunity to the candidate to prove better edge over others, in terms of skills, expertise, experience, behavior, attitude and ethics. The presentation about your self should be realistic. Boasting and false information are not advisable. Modesty should not prevent presentation of your attributes. A good CV may boost up one's own morale, to become good, better and the best. Nowadays, less importance is given by the employers to academic qualifications. Much

more weightage is given to attitude, achievements and attainability, which lead the individual to high altitudes of a career. In addition to personal information and self-statement, references are also given due weightage. The reference letters given by a professor, research guides and previous employers with high reputation in their area, are very useful. It is the third-party assessment. In the data presented in the CV, there should not be factual errors, ambiguity, discontinuity, manipulation of information or intentional hiding of information. It may trap the candidate in an awkward situation.

## PROPOSAL

- The word proposal is derived from the verb 'propose' that means 'to offer or put forward for consideration, as a suggestion, plan or purpose'.
- According to Oxford Dictionary also defines the word 'proposal' as 'a formal suggestion or plan or the act of making a suggestion'.
- According to Flatlry "a proposal is a persuasive presentation for consideration of something".

A proposal can be defined as an offer to help in finding a solution to some technical problem. Proposal is a form of technical writing. A proposal (in written form) is a method of persuading people to agree to the writers view or accept the suggestions. Proposals are written offers to solve a technical problem or to undertake a project of practical or theoretical nature. Proposal should keep brilliant ideas and provide a rationale for it.

Proposals are written for a specific audience to meet a specific need. The main objective of a proposal is to persuade the reader to accept the proposed course of action so it explains and justifies what it proposes.

**We can say a good proposal is that which contains information which can**

- grab the attention of the reader (for whom it is written)
- arouse the interest of the reader
- highlight the benefits and advantages of the proposal so that it could be desirable
- convince the reader and provoke him/her to take positive action

## SIGNIFICANCE / IMPORTANCE OF PROPOSALS

Whether it is a business project, or a research project or a technical project, a proposal is the first step which is to be taken at the initial stage. It specifies the scope, presents an estimate of time and money, establishes the capabilities of a person who propose for the task and also highlights

the benefits that the customer is going to enjoy. All these descriptions in a proposal convince the agency to go ahead with the proposed plan.

- Proposals are valuable records of information in an organization
- Proposals act as an index of the company's growth.
- Effective proposals give financial returns to the organization.
- They promote various research activities which are important for individual, organization or government.
- Proposals attempt to win the contracts for the company undertaking the project.
- These writing develops certain favorable and useful skills like communicative, persuasive
- Proposal writing enhances the power of estimation, judgment in writer.

### **QUALITIES OF A GOOD PROPOSAL OR**

#### **FACTORS CONSIDERED FOR WRITING A GOOD PROPOSAL**

Following points should be followed for writing a good proposal: -

- 1). Proposer should keep in mind his customer's needs as well as his own product or service.
- 2). Proposer should suggest the benefits, likely to accrue to the customer.
- 3). Certain visual aids may be appropriately used by the proposer to present his proposal in an effective way.
- 4). Proposer should describe the approach to solve the problem.
- 5). The proposer must explain the expertise of the people responsible for the project.
- 6). Time and money required for the execution of the proposed project should be estimated and clearly mentioned.
- 7). Proposals should be written in simple language.

### **TYPES OF PROPOSALS:**

The two basic types of proposals are **sales proposals** and **research proposals**. Both of these types may be either solicited or unsolicited.

#### **SOLICITED**

#### **UNSOLICITED**

When a proposal is prepared in response to an invitation from a firm or some government or non-government organization, it is known as solicited proposal. In such forms of proposals, the proposer receives a form from the firm inviting the proposals. The writer is required to supply the relevant particulars as demanded by the firm. Solicited proposals are generally prepared in response to some advertisement.

Sometimes a proposer prepares a proposal about the solution of a problem. This type of proposal is developed by an individual without being asked or without any external encouragement. Such proposals are commonly known as unsolicited proposals where the proposer tries hard to rouse the interest of the people to whom he has sent his proposal.

**Sales proposals** are also known as business proposals. They are sent outside the company to potential clients or customers. An organization often knows in advance those individuals and corporations that are qualified to bid on a job or help solve a problem. So requests may come via mail or, in the case of the government, via newspapers.

While preparing a solicited proposal, the company should remember that, in all likelihood, it will have many competitors bidding for the contract. To be successful at acquiring the contract, the company will not only have to present excellent reasons to follow its recommendations but also have to try to overcome the still resistance from its competitors, i.e., the company's proposal should have stronger and more powerful arguments than those of others. So it has to meticulously follow the proposal requirements of the solicitor regarding the problem, the required solution, specific work to be done or equipment to be installed, format of the proposal, number of copies desired, deadlines, etc.

Similarly when a company prepares an unsolicited proposal, it needs to convince the reader that it understands the receiver's problem and that it is qualified to solve the problem successfully. Sales proposals rarely duplicate one another in either structure or style. In fact, they often take quite different and creative directions like successful advertisements.

**Research proposals** are usually academic in nature and mostly solicited. Professors, or the institutions for which they work, may submit a proposal to obtain a grant in response to a request or announcement from the government or other agency. A research proposal may even appear in a foreign language. For example, a research proposal submitted by an academic institution in India to a multinational company in Germany may be in German. Whatever the research project, the basic content does not vary.

### 3. Technical Proposals:

Proposals relating to technical knowledge and skills are known as Technical Proposals.

Note: - Proposals related to an organization may be categorized in to following two types: -

1. **External Proposal:** A proposal written by a firm in order to win contracts for work is called External Proposal.

2. **Internal Proposals:** The writer prepares an internal proposal with a motive to convince the person or group in authority to allow him to implement his ideas. Internal proposals are thus, submitted within a company.

## **ELEMENTS/STRUCTURE OF PROPOSAL**

### **A. Prefatory part / Front matter:**

- Cover page
- TITLE page
- Letter of transmittal
- Draft contract
- Table of contents
- List of tables/figures
- Acknowledgement
- Executive summary

### **B. Body of proposal/ technical section:**

- **Introduction**
  - i. The purpose
  - ii. The problem
  - iii. Scope and limitation
- **Technical procedure (how to do, methodology)**
- **Managerial procedures (management of all things)**

### **C. Cost estimate/ financial section:**

### **D. Conclusion:**

### **E. Supplementary part (optional ):**

- Appendices
- References

## **A. PREFATORY PART/FRONT PART**

Prefatory or front part is written before the main body or technical part of a proposal. It includes the following parts-

### **1. Cover page**

It is the first part of the proposal which covers the main proposal. It not only gives an elegant appearance but also protects main text from damage and gives a brief note about the proposal and its writer. It includes classification (if any), number, title of the proposal, writer's name (with department & organization), name of the person or company whom this proposal is submitted and date. Don't over load the cover page with so much of information.

<p>A PROPOSAL FOR ....title of proposal..... BY .....name and designation of writer..... SUBMITTED TO .....name and designation of receiver.... ON date of submission</p>
---

## 2. Title page

It is an important part which includes classification (if any), number, and title of the proposal, writer's name with department & organization and date. Other than these it also include name and designation of intended audience and name and designation of the approving authority, if any.

<p>A PROPOSAL FOR ....title of proposal..... BY .....name and designation of writer..... .....organization and name of department of writer..... SUBMITTED TO .....Name and designation of receiver.... ..... name of department..... ON date of submission</p>
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## 3. Letter of transmittal

Transmittal letters are letters written to accompany important documents such as financial reports, proposals, security certificates, or any other sensitive information. Transmittal letters are usually brief. The first paragraph describes what is being sent and the purpose for sending it. A



longer transmittal letter may summarize key elements of the proposal in one or two sentences and provide the recipient with other useful information.

SHRI BALA JI Pvt Ltd  
SHARDA ROAD ,DEHRADUN

From:

Amitabh Sharma  
Professor of Physics,  
Garwal University,  
Uttarakhand, India

12<sup>th</sup> January 2021

To:

Dr. Param Singhal  
Director,  
National Science Foundation  
234-Preet Vihar, Delhi

Respected Sir

I submit herewith a proposal in support of a research programme entitled \_\_\_\_\_ to be performed under my Guidance in Garwal University's Science and research laboratory.

I am requesting funding in the the amount of Rs \_\_\_\_\_ as a total cost for the period from \_\_\_\_\_ to \_\_\_\_\_ .

Your consideration to my proposal is highly appreciated.

Sincerely

Amitabh Sharma

Enclosure: Proposal

Cc:

#### **4. Draft contract**

Sometime proposed task is to be finished within time and such rules are written on a paper and signed by both the parties. This document is guided by laws hence it is called a contract.

#### **5. Table of contents**

It is like a pathfinder for a document. Topics and subtopic in a document (proposal) is written page wise.

CONTENTS	
1. INTRODUCTION .....	1
1.1 PURPOSE.....	3
1.2 PROBLEM.....	5
1.3 SCOPE.....	8
2. TECHNICAL SECTION	
2.1.....	
2.2.....	
AND SO ON.....	
TABLE OF CONTENTS	

## 6. List of tables/figures

In a lengthy proposal which includes various related tables and figures, then a separate section is required to mention these things. This section is helpful to find a particular table or figure in a particular document.

## 7. Acknowledgement

While preparing a proposal someone has to take help of various people from related fields. Acknowledgement is used to help all those who help in writing a proposal.

<p><b>I am extremely thankful to</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<b>ACKNOWLEDGEMENT</b>

## 8. Executive summary

It is a concise version of the detailed proposal. It is very important part of the proposal. It should create a positive impact, so as to induce the reader to read more of the proposal. It includes the following details:

- Project title
- Proposer
- Proposer's address
- Venue of work
- Time needed to begin after the approval of the proposal
- Duration
- estimated cost
- summary of the proposal (150 – 300 words)

## **B. MAIN BODY/ TECHNICAL PART**

### **1. In introduction**

Introduction includes the details about the proposal are given including background, purpose, problem, scope & limitation.

### **2. Technical procedure**

It includes the methodology (how to do). In this section you need to tell from where you have gathered the information; which method did you use to collect the required relevant information about the project and give methodology you would adopt to carry out the project. You need to steps of carrying out project.

### **3. Managerial procedure**

It includes the details of existing facilities, equipments and products for the proposal and also has an account of required assistant from the person or department (to whom you are sending proposal). You also need to include the profile of proposer and manpower requirement etc.

## **C. COST ESTIMATION**

It is mandatory for all the proposals. It includes materials, supplies, salaries, wages, travel, duplication, consumable items etc. it may be in tabular form.

## **D. CONCLUSION**

In this section proposer find an opportunity to re emphasize and persuade the recipient.

## **E. SUPPLEMENTARY PARTS**

It is an optional part of a proposal. It includes appendices and references.

### 1. Appendices

This part includes visuals (maps, graphs etc.)

### 2. References

This section has the list of sources which are used or quoted in proposal.

**IMPORTANT NOTE:** It is suggested that while writing a proposal, the students provide

- i. an apt title,
- ii. a Heading
- iii. an introduction of about 2 sentences,
- iv. a minimum of 2 objectives
- v. a list of measures of a minimum of 4 points.

The proposal should be concluded with an appropriate sentence.

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## EXAMPLES-

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### 1. Write a proposal for setting up a computer lab in your college. (2016, 2017)

#### A PROPOSAL FOR SETTING UP OF COMPUTER LAB

##### PROJECT SUMMARY

To set up a Computer Lab in college and enable computer usage to students in order to improve their computer skills and to explore their subject content.

##### PROBLEM:

Students cannot get updates regarding their subjects.

##### TARGET GROUP:

Approximate 300 students and 30 teachers between 10 to 18 years.

##### BUDGET:

Rs 10,00,00 for installation and Rs 5,000 per month for maintenance.

##### PROJECT DURATION:

Procurement & Installation - 30 Days, Training: Pilot for 1 year.

##### DETAILED PROPOSAL BACKGROUND:

Computer education in schools plays an important role in student's career development. Computer with the internet is the most powerful device that students can use to learn new skills. The uses of computers and internet are growing day by day.

New tech tools are coming that are helping students to learn better. In schools it is really important

for computer teachers to teach students about how to use computers, how to understand the

benefits of using various applications such as Microsoft Word, Excel, PowerPoint,

Internet

safety etc.

In schools, computer education is one the most important subject if we compare this is with current technological updates and demands of computer knowledge in various government and private sectors jobs. 鉅However a lot of government, semi-government and charitable, educational institutions in India are still deprived of the same. There are many reasons; unavailability of working computer lab remains one of the main reasons. Quality teaching resource is also another challenge faced by many institutions. One such institution is ABC College, Andheri.

**Goals:**

- Upgrade in technology.
- Easier setup for teachers to teach lessons.

**Objectives:**

- To build a computer lab of 30 systems.
- To get unlimited bandwidth internet connection.
- To enhance students' and teachers' computer literacy.
- Efficient & effective teaching & learning process.
- Regular audits & interventions to check the effectiveness of initiative.

**Expected Outcomes:**

- Increased knowledge of students & teachers on basics of computer.
- Improve employability.
- Increased students' interest in further education.

**Expected Outputs:**

- Computer sessions conducted.
- Children take self-learning session.

**Monitoring and Evaluation Plan:**

Monitoring will be done throughout the year. The project monitor will track the activities and ensure that they are being carried out as per the schedule. The monitor will have a checklist which will be used every quarter to ensure that all the classes run on time. The monitor will track the compliance to the schedule.

New tech tools are coming that helping students to learn better. In schools it is really important for computer teachers to teach students about

- a. How to use computers
- b. How to understand the benefits of using a various application such as Microsoft word, excel, power-point, Internet safety etc.

**GOALS:**

- a. Upgrade in technology.

- b. Easier setup for teachers to teach lessons.

**OBJECTIVES:**

- To build a computer lab of 30 systems.
- To get unlimited bandwidth internet connection.
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**MONITORING AND EVALUATION PLAN:**

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2. As a member of the Student Council of your school, you have been given the responsibility of setting up a Science Club. Write a proposal in about 150 words, stating the steps you would take to successfully establish this particular club.

**PROPOSAL FOR SETTING UP A SCIENCE CLUB**

**INTRODUCTION:**

To foster an interest in Science outside the classroom and introduce students to the wonders and relevance of Science in our lives, we propose to set up a Science Club in school.

**OBJECTIVES:**

A Science Club will help students overcome their phobias regarding Science. It will be instrumental in developing the scientific curiosity of students through its activities and programmes.

**LIST OF MEASURES:**

- i. The middle- school activity room will be used as the room for all Science Club meetings and activities.
- ii. The meetings will take place once a week after school from 2.00 pm till 3.30 pm. Any activities such as talks by scientists or competitions will take place on Saturdays.
- iii. Membership of the Science Club will be open to all students from Classes VI to XII. The Club President will be Mr. Sinha, our Senior Physics Teacher. Eight other office bearers will be elected from the members of the Club.
- iv. Club membership has been fixed at Rs. 250/- per member per year.
- v. The Club will have a range of activities ranging from Science Fairs, Robot making, creating slogans and posters, documentaries and so on.

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## **SIGNIFICANCE OF PROPOSAL WRITING**

Proposals are important for the progress of any profession and professional. The progress of any organization to a great extent depends on good proposals. Some of the advantages of good proposals are as following: -

### **i) Good Proposals win contracts for work**

Good Proposals help to win contracts for carrying out various project and infrastructure works

### **ii) Increases Business Activity**

Proposal improves the business activity as it is written in order to propose a product or service to a prospective customer or buyer. It helps businesses to compete without even needing to send marketers or representatives physically to the prospective customers to pitch or to try and sell their products or services. The business proposal, if written very well would on its own be able to do all the promotion and selling.

### **iii) Offer solution to problems**

Business proposals are written in order to offer solutions to the problems faced by prospective customers.

### **iv) Improves Interpersonal Communication Skills**

The proposal writers better their interpersonal communication skills by writing various types of proposals.

### **v) Enhances Personal Growth**

The good proposal writer gets appreciated by the authorities which fetches him better pay and promotions.

#### **vi) Saves Time**

The project work is executed in a well-planned manner through proposals which saves the man hours in the project completion.

### **EXPERT TECHNICAL LECTURE: THEME CLARITY; ANALYSIS & FINDINGS**

prepare a plan

know your audience

do your research

practice your speech

tell a story/ or about an event

give an interactive presentation

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BASIS OF CPMPARISION	THESIS	DESSERTATION
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Meaning	Thesis refers to a concept, theory or idea, proposed as a statement for consideration, particularly for discussion, indicating the student's knowledge about the topic.	Dissertation is a lengthened written research work on a specific topic chosen by the student, which answers a specific research question, chosen by the student.
What is it?	A compilation of research demonstrating the candidate's knowledge about the field of study.	Addition of new knowledge or theory, to the subject under study.
Function	To claim - a hypothesis	To describe the hypothesis in detail.
Part of	Graduate or Master's degree program.	Doctorate degree program.
Objective	To test the candidate's understanding and knowledge in the specialization subject.	To test the candidate's ability to undertake independent research and understand the subject.
Length	100 pages or more.	Few 100 pages.

### **SIMILARITY AMONG PROJECT, THESIS AND DISSERTATION**

1. They are all academic documents.
2. They're all written to obtain an academic degree.
3. They have basically the same structure; an introduction, literature review, body, conclusion, bibliography, and appendix.

### **DIFFERENCE AMONG PROJECT, THESIS AND DISSERTATION**

1. Area:
  - a research project marks the end of an undergraduate degree program,
  - a thesis marks the end of a Master's program
  - a dissertation is done during a doctoral study.
2. Purpose:

- A research project is done to test students' understanding and competence in a field of study and is giving them the opportunity to expand their knowledge through research. Examples- an original research, real life problem solving or a hands-on project.
- A thesis is much more in-depth than a research project. it is a compilation of different researches done in an area of study. It includes a critical analysis of findings. Its aim is to show your ability to demonstrate expertise.
- A dissertation is an original research work that contributes new knowledge to a certain field of study.

3. Length:

- A research project is usually about 50 pages in length.
- For Thesis the average is about a 100 to 150 pages.
- Dissertations can be up to 2 to 3 times the length of a thesis.

4. Team/Group:

- A research project can be done individually or in a group
- thesis is done individually.
- dissertations is done individually

5. Duration:

- A research project spans the length of a semester
- a thesis can take between 1 to 3 semesters
- a dissertation, being the pinnacle of academic excellence can span several years

6. End procedure:

- A research paper usually doesn't require defense on its completion
- a thesis must go through defense as a final stage.
- and dissertation must go through defense as a final stage