

السلام عليكم الله ورحمته وبركاته

الله " وَتَعَزَّزْ مَنْ تَشَاءُ وَتَذَلَّ مَنْ تَشَاءُ "

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REGARD : RIZWAN MANZOOR



ENG-201 Important Mcq's For Final Term: **Solve By Vu_Toper-RM**

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ENG-201 Subjective & Mcq's File

1. Writers usually announce the ____ of their instructions in the first sentence.

Subject

2. Which term is used for the sentences missing a subject a verb or both but even then it is punctuated as if it were a complete sentence?

Sentence fragment

3. Which term is used for the sentences never link two independent clauses with just a comma this is known as a comma splice error?

Comma splice

4. Use narration to establish a series of ____ that tells the reader what happened.

Events.....confirm

5. In order to ensure ____ closely link the pronouns to their antecedents (pronoun reference).

Clarity.....confirm

6. Which term is used for a modifier whose connection to the sentence is implied or intended but not actually made explicit?

Dangling modifier.....confirm

7. Which term is used for should be placed as close as possible to the words or phrases that they modify?

Adverb modifiers.....confirm

8. Which term is used for should be placed either immediately before or immediately after the noun?

Modifiers of noun.....confirm

9. Which term is used for Use only one negative word to express a negative idea. In English, using two negative words to express one negative idea creates a positive rather than a negative interpretation.

Double negative.....confirm

10. Which term is used for Comparing one item with another can be a very powerful way to describe an object or a process (see the discussion of comparison and contrast).

Faulty comparison.....confirm

11. Which term is used for When you construct a comparison, you must make the two items being compared parallel in structure.

Non parallel comparisons.....confirm

12. Which term is used for Incomplete comparisons should be avoided to ensure clarity in your writing. To be complete, a comparison must include both the item being compared and the item it is being compared with.

Incomplete comparison.....confirm

13. What is the optional part of analysis reports?

Recommendation.....confirm

14. Hoping to get in favor, my parents were sadly unimpressed with the gift. The given sentence is an example of_____.

Dangling modifier.....confirm from net

15. The programmer quits it is an example of_____type of sentence.

Subject-verb sentences (SV)...confirm

16. In addition is an example of_____.

Transition word.....confirm from net

17. Which sentence is punctuated correctly?

The CEO was not optimistic “Profits are down 18% from last year”.....confirm

18. _____ is a paragraph writing technique which attempts to show how events are influenced by or caused by others.

Cause and effect.....confirm

19. The report design should be_____enough to meet a variety of writer purpose and audience needs.

Flexible.....confirm

20. **The writer attempts to solve a problem by evaluating options and suggesting solution in _____**

An analysis report....confirm

21. For many tasks, visual aids are much_____than prose for readers to use.

Easier.....confirm

22. _____ is condensation of entire reports, focusing on the main issues that was done. What was found out, and its significance?

Abstract....confirm

23. Which sentence is correct?

If you're self-employed, it's a whole new world out there....confirm from net

24. Rules for visual aids include all of the following except.

Make your aid visually neat and attractive....confirm from net

25. While it is important for you to eliminate unnecessary details from your visual aids, it is also critical to include labels for the _____ content.

Important.....confirm

26. Excessive use of modifiers sometimes creates _____.

Ambiguity

27. The __ technique is used in paragraph development to provide a physical picture or functional view of the subject.

Description....confirm

28. He likes cricket and playing football. The given sentence is an example of _____.

Nonparallel comparison

29. **Analogy can be defined as**

Explanation of an object or process in terms of another.....confirm

30. From the following pairs of sentences, select the one which contains Dangling modifier.

While john was talking on the phone, the doorbell rang

31. Which sentence is punctuated correctly?

The chairman asked "why are our profits down?"....confirm

32. For many writers the worst part of the writing experience is the way _____.

Beginning.....confirm from net

33. _____ verbs from concise prose.

Active.....confirm

34. How can we correct a Comma Splice Error?

ALL Options.....confirm

35. Which of the following errors does a sentence contain when it has long strings of modifiers or nouns?

Stacked modifiers.....confirm

36. Choose the correct option.

David won the fight even though he was smaller in size.

37. **The length of an analysis report depends on _____.**

The type and extent of the analysis

38. Appendix of an analysis report usually includes.

All optionsconfirm

39. Which term is used for sentences that contain more information that a reader can easily follow?

Overloaded sentences.....confirm

40. Select the correct sentence from the following

A small piece of pie will do no harm to your diet

41. The president as well as several other _ executives _____ of our proposal.

Top-level, approve

42. The title page of a report should be _____ from top to bottom and from left to right.

balancedconfirm

43. The boss smiled.

SV

44. The first sentence in the ACTIVE VOICE. Choose the most correct way of saying the same thing in the passive voice. the job. She ___ for the job They were interviewing for
Was being interviewed

45. A body infection is compared with an invading army of attacking organisms is an example of_____.

Analogy.....confirm

46. Which sentence is punctuated correctly?

The chairman asked "Why are our profits down?"

47. Functional specifications will form the basis for the higher precise _____ specifications.

Design.....confirm

48. While it is important for you to eliminate unnecessary details from your visual aids, it is also critical to include labels for the _____ constant.

Important.....confirm

49. _____ specifications are used as the basis for the test plans and user documentation.

Design....confirm

50. Select the statement which shows perfect example of parallelism.

Pakistan's travel industry is suffering as a result of a sluggish economy, a stretch of hot weather and the chilling effects of persistent terrorist activity.

51. _____ is anything that links one sentence or paragraph to another.

Transition....confirm from net

52. In _____ pronoun case the pronoun functions as an object.

Objective.....confirm

53. In _____ pronoun case the pronoun functions as an subject.

Subjective...confirm

54. In _____ pronoun case the pronoun functions as an processor.

Possessive.....confirm

55. The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report.

True.....confirm

56. Lack of information is the result of poor _____.

Research...confirm

57. In paragraph writing _____ is a series of events that tells about different happenings.

Narration...confirm

58. It includes derivations of equations, tables of raw data, sample equations, and so forth.

Appendix.....confirm

59. What do you understand by paragraph Coherence?

All options...confirm from net

60. _____ do you consider to be better teacher?

Who



61. Functional specifications will form the basis for the highly precise _____ specifications.

Design confirm

62. Which of the following writing techniques should be used to associate similar things or processes by grouping them into classes?

Classification.....confirm

63. Writing style is a result of ___ structure

Sentence confirm

64. While writing the business proposal the writer should keep in mind that the readers of proposal are _____.

Employees

65. _____ is a writing technique, to develop a topic, by examining to similarities or dissimilarities to another thing process or state

Comparison and contrast.....confirm

66. Report design should be _____ enough to meet a variety of writer purposes and audience needs.

Flexible... confirm

67. The ___ technique is used in paragraph development to establish a series of events that tells the reader what happened.

Narration.....confirm

68. If _____ analysis is performed poorly or not at all, it can cause writer's block

Audience.....confirm

69. _____ refer to non-alphabetical symbols.

Punctuation problems

70. In a sentence _____ verbs de-emphasize or even eliminate mention of the

performer of the action conveyed by the verb.

Passive....confirm

71. Audio visual aids help ___ students in the class.

Slow learning...confirm from net

72. _____ is the leader?

Who

73. ___ verbs from concise prose

Active.....confirm

74. A poorly defined _____ of your communication will inevitably make writing more difficult.

Purpose.....confirm

75. ___ prose often serves as the raw material for more elaborate forms of analytical prose

Descriptive.....confirm

76. Use ___ technique in paragraphs writing when you want to itemize or list a set of topics or a series of some kind.

Enumeration.....confirm

77. She likes cooking, jogging and to read. The given sentence is an example of _____.

Lack of parallelism

78. Which of the following sections of an analysis report serves to orient its readers to the main issue(s) of the report?

Introduction.....confirm

79. Humma likes strawberry icecream.

Complete sentence

80. During the time that

Wordy

81. The writer attempts to solve a problem by evaluating options and suggesting solutions in_____.

An analysis report

82. Choose the correct sentence.

Sometimes students fail to score well in examinations because they are nervous

83. How many students in your class _ from Lahore

Are coming

84. Agreement between subject and verb and

between pronoun and its antecedent is

important for paragraph_____.

Conherence

85. Which of the following techniques should be used to track the development of onesituation or event out of another?

Cause and effect

86. _____ is anything that links one sentence or paragraph to another.

Transition

87. ___use of long strings of modifiers or nouns

Avoid

88. _____would usually include derivations of equations, table of raw data, sample equations.

Appendix

89. Lack of information often leads a writer towards the production of a/an _ text

Irrelevant

90. I feel like a fish out of
water

Cause and effect

91. The best way to write business plan is to use a standard template provided by one of the banks or specialist business planning software.

False

92. Went to the market to buy a pair of sandals is an example of _____.

Sentence fragment

93. _____ is the problem of not being able to think of something to write about or not being able to finish writing story, poem etc

Writer's block

94. Which one of the following options produces a fused sentence?

Two independent clauses linked with just a comma

95. A body infection is compared with an invading army of attacking organisms is an example of _____

Analogy

96. Which of the following is not a recognized type of plan?

Ad-hoc

97. Which of the following is discovered during the Editing phase?

Organizational problems

98. List of symbols is an _____ addition to the front matter of an analysis report.

Optional

99. Narration follows___ pattern of development.

Chronological.....confirm

100. A comparison between two things,
typically on the basis of their structure and for
the purpose of explanation or clarification is
known as_____.

Analogy....confirm from net

101. While writing your business proposal, you should have sufficient
information about the particular___ you are going to adopt.

Format....confirm

102. Test specifications contain one of the following;

Glossary.....confirm

103. In how many cases a pronoun can appear?

3.....confirm

104. Choose the correct option

The government has cut university budgets; consequently. The dean has increased the size of most classes.

105. How can we correct a Comma Splice Error?

All options....confirm

106. By arranging the events chronologically or spatially a writer will be
able to achieve_____ in his manuscript.

Organizational logic.....confirm

107. Excessive use of modifiers sometimes

creates_____.

Ambiguity.....confirm

108. The ___ technique is used in paragraph development to provide instances that clarify your topic statement.

Exemplification.....confirm

109. The result of market research is called _____.

Requirement specifications.....confirm

110. _____ are you asking to run the errand?

Who

111. The gunning's fog index is a test designed to measure the readability of a sample of English writing.

False

112. _____ will inevitably make writing more difficult, and may block it together.

A poorly defined purpose.....confirm

113 Which one of the following options produces a fused sentence

Two independent clauses run together without punctuation

ENG-201 Subjective

Steps of Planning a Report:

When you gather facts, you need to arrange them in a suitable format. Before putting a single word on the page follow the following series of steps that form the foundations of any report:

There are five following series of steps that form the foundations of any report

- a. Define the outline and purpose
- b. Outline the issue for investigation
- c. Prepare a work plan
- d. Conduct research
- e. Analyze and interpret data, draw conclusions and develop recommendations

What is the Questions and Developing the Statement of purpose?

Questions

The person, who authorizes the report, defines the questions such as: Example

What needs to be determined?

The Statement of purpose

A purpose statement is a declarative sentence which summarizes the specific topic and goals of a document.

To be effective, a statement of purpose should be

- Specific and precise - not general, broad or obscure
- Concise - one or two sentences
- Clear - not vague, ambiguous or confusing
- Goal-oriented - stated in terms of desired outcomes

What is Outlining and Organizing of Report? Long

Informational Reports:

These reports offer data, facts, feedback, and other types of information, without analysis of situation or recommendation. In these types of reports, reporting of facts may be factored by sub-topics:

In order of Importance:

If you are reviewing five product lines, you might organize your study in the increasing order of the amount of revenue they generate.

Sequentially:

If you are studying a process, present your information step by step - 1, 2, 3, ..

Chronology: When investigating a chain of events, organize the study according to the event that happens first.

Spatially:

If you are studying a physical object, study it left to right, top to bottom, inside to outside. O Geography: If the location is important, factor your study geographically.

Categorically:

If you are asked to review several distinct aspects of a subject, you need to look at one category at a time, for example sales, profit, or investment.

Analytical Reports:

These reports offer both information and analysis, and they can also provide recommendations.

For example,

An analytical report on ‘Why are we having trouble in hiring secretaries?’

What is preparing a Preliminary Outline?

The Preliminary Outline is the first step of planning reports. It is basically a plan for organizing the elements of a report.

Following are different ways to create and to present a preliminary outline:

Alphanumeric System

Decimal System:

Preparing a Work Plan:

Conduct Research:

What is Alphanumeric System?

It contains letters, numbers, punctuation marks, and mathematical and other conventional symbols, e.g.

- I. _____
- II. _____
 - A. _____
 - B. _____
 - C. _____
- 1. _____
- 2. _____
- a) _____
- b) _____

What is Decimal System?

Decimal system is a way of writing numbers. Any number, from huge quantities to tiny fractions,

The decimal system is also known as a place-value system.

- 1.0. _____
- 1.1. _____
- 1.2. _____
- 1.21. _____
- 1.22. _____

a. **Preparing a Work Plan:**
important

non

Work plan for report writing is also very important. It can be prepared by the discussion of the sequence of tasks to be accomplished and description of the end result that are interpreted from investigation, review of the project assignments, schedules, and resource management.

b. **Conduct Research:** **non**
important

Collecting Primary Data:

The ways to collect primary data are: **(How many ways to collect primary data)**

There are three ways to collect primary data (1) documents (2) Observations (3) Surveys

- Documents:

Documentary evidence and historical records are sources of primary data.

- Observations:

Observation applies your five senses and your judgment to investigation. It involves taking organized notes about occurrences in the world.

- Surveys

A formal survey is a way of finding out what a cross-section of people think about

something. A formal survey requires a number of important decisions

Lecture no 24 (long reports)

What is Report Production?

Planning formal reports and proposals, conducting the necessary research, organizing the ideas, developing visual aids, and drafting the text are demanding and time consuming tasks.

What is composing a formal Report?

A professional report conveys the impression that the subject is important. A formal report has many formalities, embellishments, and requirements, which must be completed.

How many type of composing a formal Report?

A formal report may be divided in three major divisions:

1. Prefatory parts
2. Body of report
3. Supplementary parts

1. Prefatory parts:

- a) Title fly
- b) Title page
- c) Letter of authorization
- d) Letter of transmittal
- e) Table of contents
- f) Preface

quiz

What is Title fly?

The title fly is a plane sheet with only the title of the report on it.

What is Title page?

The title page includes four blocks of information:

- The title of the report
- The name, title and address of the person that authorized the report

2. Body of report:

- a) Introduction
- b) Text
- c) Terminal section

a. Introduction:

A report's introduction summarizes the contents by describing the purpose of the report and giving an overview of the main ideas expressed within it.

b. Text:

The text contains the actual details of the report.

c. Terminal Section:

Terminal section of the body of the report may comprise one or all of the following elements:

- Summary
- Conclusions
- Recommendations

Summary:

This section summarizes the findings of the investigation.

Conclusions:

It interprets facts explained. It does not give the writer's personal opinion.

Recommendations:

This section suggests a plan of action based on findings and conclusions

3. Supplementary Parts

- Appendix
- Bibliography
- Glossary
- Index

Appendix:

In the appendix you may include tables, pictorials, graphs, charts or some additional information.

Bibliography:

It refers to the sources from where the data have been collected. The sources may be books, newspapers, magazines and government publications or its statistical departments.

Glossary:

A glossary is an alphabetic listing of special terms and words with their meaning and definitions. It is useful for both technical and non-technical readers.

Index:

It includes the list of topics, their divisions and subdivisions with their location in the report. The order of the items listed in the index is alphabetical.

What are Visual Aids?

Short question imp

When illustrating the text of any report, you face the problem of choosing any specific form that best suits your message. Moreover, good business ethics demand you to choose a form of visual aid that will not mislead your audience.

- Tables
- Line and Surface Charts

Lecture no 25 (long reports)

Report-writing situations:

Report-writing situations may vary such as:

- A one-hundred-page report on a seventh-month project to test a special method of venting high-speed engines for using in space vehicles.
- A twelve-page report, based on library research, to determine which long-distance telephone company provides the most reliable service.

How readers want to use the

information you provide? Your readers

may want to use your information to

solve:

• *An organizational problem:*

Where typical goals are to increase efficiency and profit

• *A social problem:*

Where typical goals are to improve the general health and welfare of groups of people

• *A personal problem:*

Where typical goals are to satisfy individual preferences and values

What is General superstructure of reports and element?

The general superstructure of reports contains six elements, one for each of the six basic questions.

- a. Introduction
- b. Method of Obtaining Facts
- c. Facts
- d. Discussion
- e. Conclusions
- f. Recommendations:

What is Introduction of the General superstructure of reports?

In the introduction of a report, you answer your readers' question, "what will be we gain by reading your report?"

What is Method of Obtaining Facts of the General superstructure of reports?

It also suggests to your readers, how they can gain additional information on the same subject.

What is Facts in the General superstructure of reports?

Your facts are the individual pieces of information that underlie and support your conclusions.

What is Discussion in the General superstructure of reports?

Taken alone, facts mean nothing. Therefore, an essential element of every report, you prepare will be a discussion in which you interpret your facts in a way that is significant to your readers.

What is Conclusions in the General superstructure of reports?

Like interpretations, conclusions are general statements, based on your facts.

What is Recommendations in the General superstructure of reports?

Just as conclusions grow out of interpretations of the facts, recommendations grow out of conclusions. They answer the reader's question, "If your conclusions are valid, what should we do?"

What is Executive Summaries?

Such summaries are often called 'Executive Summaries' because they usually are addressed to decision-makers.

Lecture no 26

Defining Empirical Research Report?

Empirical research is a research that reports the results of a study and uses data derived from actual observation or experimentation. Such research is used to answer a question or test a hypothesis.

Lecture no 27

What is Typical Writing Situation in feasibility reports?

All feasibility reports share one essential characteristic i.e. they are written to help decision makers to choose between two or more courses of action. Even when a feasibility report seems to focus primarily on one course of action, the readers are always considering a second course: to leave things the way they are.

The Questions Readers Ask Most Often:

As they think about the choice they must make, decision-makers ask many questions. From situation to situation, these basic questions remain the same.

Superstructure for Feasibility Reports:

To answer your readers' questions about your feasibility studies, you can use a superstructure that has the following seven elements:

- a. Introduction
- b. Criteria
- c. Method of obtaining facts
- d. Overview of alternatives
- e. Evaluation
- f. Conclusions
- g. Recommendations

What is introduction Superstructure for Feasibility Reports?

In the introduction to a feasibility report you should answer your readers' question, "Why is it important for us to consider these alternatives?" The most persuasive way to answer this question is to identify the problem, your feasibility study will help your readers solve or achieve their goal.

What is Criteria Superstructure for Feasibility Reports?

Criteria are the standards that you apply in a feasibility study to evaluate the alternative courses of action which you are considering.

Four Common Types of Criteria in Superstructure for Feasibility Reports

As you develop your criteria, you may find it helpful to know that at work, criteria often address one or more of the following questions:

- Will the course of action really do what's wanted?
- Can we implement it?
- Can we afford it?
- Is it desirable?

Lecture no 28

Define Progress Report?

The progress report states the progress made towards the goal during the reporting period, discusses significant costs and scheduling issues, and lists future objectives to be carried out. Project monitoring and accountability are the main objectives of a progress report.

Write down Typical Writing Situations?

Progress reports are prepared in two types of situations.

In the first, you tell your readers about your progress on one particular project.

In the second type of situation, you prepare progress reports that tell about your work on all your projects. Many employers require their workers to report on their activities at regular intervals all year round, year in and year out. Jacqueline is a person who must write such progress reports (often called periodic reports).

Lecture no 29

What is Proposal?

A proposal is a special type of analytical report designed to get products, plans, or projects accepted by outside business or government clients.

Proposal Readers are Investors:

The proposals written by Helen and the three writers from the TV station illustrate some of the differences between different proposal writing situations.

Lecture no 31

What are Visual Aids?

Visual aids can be defined as instructional aids, such as posters, scale models, graphs, tables, diagrams, flowcharts or videotapes, that present information visually. Visual aids can be a great way of enhancing a presentation VISUALLY – when they are used sensibly and with a clear purpose. Visual aids can add a new dimension to presentations.

More than Just Visual Aids

In some situations, visual aids can carry the entire message. For instance, if you've ever flown, you may recall reaching the pocket on the back of the seat ahead of you to pull out a sheet of instructions for leaving the plane in an emergency.

Computers and Visual Aids

For instance, if you are using a program to make a line graph, you will still have to decide which variable to place on the horizontal axis and which on the vertical axis.

Guidelines

The first step in using visual aids effectively is to search actively for places where they can help you achieve your communication objectives.

Clarify the Relationships among Numerical Data

On the job, you may need to describe the relationships between various pieces of data, which may be from laboratory research, surveys etc.

Fully Integrate Your Visual Aids with Your Prose

You should integrate your visual aids with your prose so that they work together harmoniously to create a single, unified message.

Three ways to do that are:

- Introduce your visual aids in your prose.
- State the conclusions you want your readers to draw.
- Make your visual aids easy to find.

Introduce Your Visual Aids in Your Prose:

Sometimes, your introduction to a visual aid will have to include information your readers or listeners need in order to understand or use the visual aid. Whatever kind of introduction you make to a visual aid, place it at the exact point where you would like your readers to focus their attention to it.

State the Conclusions You Want Your Readers to Draw:

You might find it helpful to think of the sentences in which you explain a visual aid's significance as a special kind of topic sentence. Just as the topic sentence at the head of a paragraph, you can tell your audience the point to be derived from the various facts that follow.

Make your Visual Aids Easy to Find:

If you place the figure farther away than that (for instance in an appendix), you can help your readers by providing the number of the page on which the figure may be found.

Lecture 32

Tables

The table is one of the most versatile and widely used visual aids. Tables are used so often because they can help writers achieve several common objectives. For example, they are an excellent tool for groups of detailed facts in a concise and readable form.

How to construct a table

To create a table, you systematically arrange information in rows and columns. You should adjust the basic structure as needed to create an attractive visual aid that your readers will find easy to use.

Bar Graphs:

Like a table, a bar graph can represent numerical quantities, which is done using rectangles called bars. The greater the quantity, the longer the bar will be

Some uses of bar graphs are as follows:

1. To compare quantities at a glance
2. To show trends
3. To indicate the composition of a whole

How to construct a bar graph

Begin by drawing your axis so that your graph will be roughly square. Along one axis place tick marks at regular intervals to indicate quantities

How to construct a bar graph

Begin by drawing your axis so that your graph will be roughly square. Along one axis place tick marks at regular intervals to indicate quantities

Pictographs:

Pictographs are a special kind of bar graph in which the bars are replaced by drawings that represent the thing being described. The chief advantage of the pictograph is that it uses drawings to symbolize concretely the quantities you are talking about in your graph

How to create a pictograph

The procedure for creating a pictograph is nearly identical to that for creating a bar graph the difference is that you draw pictures instead of rectangles to represent quantities.

Line graphs

A line graph shows how one quantity changes as a function changes in another quantity.

How to create a line graph:

In line graphs, you generally show how variation in one thing (called the dependent variable) is affected by variation in another thing (the independent variable).

Line graphs almost always show the dependent variable on the vertical axis and the independent variable on the horizontal one.

Pie Charts:

Pie charts are unsurpassed in their ability to depict the composition of a whole.

How to create a pie chart

To create a pie chart, you draw a circle and draw lines that slice it into wedges. Each wedge occupies a portion of the circle's circumference proportional to the amount of the total pie that the wedge represents

Diagrams

A diagram is much like a drawing except that drawings accurately convey the actual appearance of things, diagrams depict subjects more abstractly. Diagrams can convey complex information, such as the system used for industrial processing of fruits, without actually showing the actual machinery.

How to create a diagram

- Decide exactly what you want to show.
- Create an appropriate means to represent your subject with geometric shapes, or perhaps sketches that suggest their appearance.
- Provide the explanations people need in order to understand your diagram as a separate key, in the title or as part of the diagram itself.

Flow Charts

Flow charts are an excellent means of representing the succession of events in a process or procedure. The simplest flow charts use rectangles, circles, diamonds, or other geometric shapes to represent events, and arrows to show the progress from one event to another.

How to create a flow chart:

A few conventions govern the creation of flow charts. The labels that identify the activities are placed inside the boxes that represent those activities. Boxes are arranged so that activity flows from left to right, or from top to bottom, or both.

Organizational charts:

An organizational chart uses rectangles and lines to represent the arrangement of people and departments in an organization. It reveals the organization's hierarchy, indicating how the smaller units are combined to create larger units. It also indicates who reports to whom and who gives direction to whom.

Schedule charts:

A schedule chart identifies the major steps in a project and tells when they will be performed. They are often used in project proposals to show the proposer's plan of work.

How to create a schedule chart

One of the principal considerations in creating a schedule chart is deciding how much detail to include, which depends on the audience's needs and expectations. Tasks are always listed along the vertical axis, with indentation used to distinguish subtasks from major tasks.

Budget statements:

A budget statement is a table that shows how money will be gained or spent. It may be very simple or very elaborate depending on your reader's needs.

Lecture no 33

The situation is even worse when work has to be undone or redone because of bad specifications. Specifications can be categorized into four types:

- Requirement specifications
- Functional specifications
- Design specifications
- Test specifications

Requirement Specifications

His result of market research is requirement specifications. In it, the marketing people attempt to specify what the market is looking for, what people or companies who use computers would find useful and would like to have.

Product definition

This is as accurate a description as can be written by marketing about the desired product. It should answer the question: "What is it?"

Functions list

This is a description of what the desired product should be capable of doing. It leads to the next type of specification.

Cost

This is a ballpark estimate as to what the desired product should cost to be competitive

in the marketplace. We then move onto the functional specification.

Analysis Reports

The important thing to remember is that no report format is perfect. Company documentation standards attempt to resolve the issue by prescribing a format into which all analysis reports are poured.

Title Page

A title page should be designed with the visual order in mind. It should be balanced from top to bottom and from left to right.

1A file's _____ is normally stored as a separate file on the Sam

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