ENG201 FINAL TERM NOTES

LECTURE 23 TO 45

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Lecture 23 Planning Long Reportsimp for final

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

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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:

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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 purpose 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. _____

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A. _____

B. _____

1. _____

2. _____

C. _____

II. _____

A. _____

1. _____

a. _____

b. _____

2. _____

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. _____

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1.3. _____

2.0. _____

2.1. _____

2.11. _____

c. Preparing a Work Plan: non important

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.

d. 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

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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.

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Lecture 24 Writing 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: quiz

a) Title fly

b) Title page

c) Letter of authorization

d) Letter of transmittal

e) Table of contents

f) Preface

What is Title fly?

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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

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- 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

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Lecture 25 General Reports

Report-writing situations:

Report-writing situations may vary such as:

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•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?

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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 26 Empirical Research Report

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.

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Lecture 27 Feasibility Reports

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.

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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?

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Lecture 28 Progress Reports

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).

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Lecture 29 Proposals

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 30 Instructions

Remember Own Player

Non-impotent / non-thing

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Lecture 31 Using Visual Aids

What are Visual Aids?

Visual aids can be defined as instructional aids, such as posters, scale models, graphs, tables, diagrams, flow charts 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 pullout 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:

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- 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 found.

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Lecture 32 Creating Twelve Types of Visual Aids

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

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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

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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:

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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.

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Lecture 33 Writing Specifications and Analysis Reports

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

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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.

Abstracts:

Abstracts are self-sufficient. The procedure for many companies is to take the abstract from the analysis report, copy it a number of times, circulate it to readers, and allow readers to order the full report if they feel like they need the information.

Table of Contents:

The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report or flip through it looking for the section which contains what they are looking for.

List of Symbols:

This is an optional addition to the front matter of an analysis report. Include it if you think the readers will need to have symbols defined. The same thing applies to the inclusion of a glossary.

Conclusion:

This section presents the results of the analysis, the evaluation of what was presented in the discussion. Sometimes, listing the conclusion is a good way to organize them. It calls attention to the conclusion individually, but still enables writers to explain them as is necessary.

Recommendations:

Recommendations are optional, not all analysis reports have them. Those reports that do have recommendations, tell the readers what to do with the information provided in the report.

Appendix:

Usually this would include derivations of equations, tables of raw data, sample equations, and so forth. Whatever is placed in the appendix should be according to the audience needs.

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Lecture 34 How to Avoid Common Writing Problems

Imp

Writer's Block:

Writer's block is what we call the experience of getting stuck while writing. Although the results are the same, there are many factors of writer's block: lack of information, lack of a well-defined purpose, poor knowledge of the audience, and lack of confidence etc.

Lack of Information:

If it is the result of poor research, then you will have to stop writing and collect more information. If you find yourself doing this often, you might correctly guess that you have a problem in defining your communication purpose

Lack of a Well-Defined Purpose:

A poorly defined purpose of your communication will inevitably make writing more difficult, and may block it altogether. Sometimes, you will experience this as a lack of information; often you will notice it since paragraphs, sections, or entire reports or papers shift topic in the middle.

Develop a three-part purpose statement for the communication, and develop an outline of topics sentences based on the purpose statements.

Lack of Confidence:

Lack of confidence in your abilities as a writer is a common factor of writer's block, and it is usually self-fulfilling. If you do not think you can communicate effectively, you will not be able to write. Your systematic approaches of writing problems are the solution to this problem.

Organizational Problems:

Organizational problems are discovered during the editing phase. Finding and fixing these problems is what makes editing important.

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Punctuation Problems:

Accurate punctuation does not ensure accurate communication, but accurate communication is tremendously enhanced by accurate punctuation. For example

Incorrect:

"Professor Bashir wrote The Future of Artificial Intelligence he has become well known as a result."

Correct:

"Professor Bashir wrote "The Future of Artificial Intelligence"; he has become well known as a result."

Writing Style Problems:

Style is a result of sentence structure. Although you might not think so, sentence structure is simple and easy to understand. There are four basic types of sentences:

- Subject-verb sentences (SV)

  Example: imp

  The programmer (S) quits (V).

- Subject-verb-object sentences (SVO)

  Example:

  The programmer (S) kicked the terminal (O).

- Subject-linking verb – complement sentence (SLVC)
  Example:
  The programmer (S) felt (LV) sick (C).

- Subject-verb-indirect object – object (SVIO)
  Example:
  The programmer (S) gave (V) the engineer (IO) a headache (O)

How to Edit Your Work:

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This lecture will present some ways that can be helpful for writers for assessing the quality of their work and the work of others. Good editing divides the task of improving a document into a limited number of areas which are:

1. Organizational logic
2. Mechanical development of the topic
3. Writer's style
4. Quality of the manuscript

Organizational Logic:

The work should have the organizational logic. Organizational logic can be achieved by arranging the events chronologically or spatially.

Mechanical Development of the Topic:

Look to see if there is transition between paragraphs, even between sentences. Transition is what links the ideas together.

Transition can be accomplished in three ways:

a) The writer might repeat an important word in two adjoining paragraphs or sentences.
b) Structure can accomplish transition
c) Transitional words and phrases can be used to establish links between ideas in an obvious way, such as "Finally".

Writer's Style:

If you wish to sell an idea or a product, then the style must be persuasive. If you wish to convey information only, such as in a report to superiors, then the style should appear to be passively objective

Quality of the Manuscript:

The last thing a writer needs to examine when editing a document is the quality of the manuscript. A manuscript should be visually attractive. This means that it should have proper order, that is, there should be obvious divisions and subdivisions. A manuscript should invite readership.

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I remember Own Prayer

Lecture 35 Language Review

What is adaptive optics?

The latest electronic innovation, still under development is called "adaptive optics."

What is known of the Paragraph Unity?

The latest electronic innovation, still under development is called "adaptive optics." Adaptive optics is an electronic feedback mechanism capable of correcting the distorting effects of the earth's atmosphere and thus allowing much sharper images of astronomical objects.

What is Topic sentence?

Time became a key word in the language of physics during the seventeenth century. Isaac Newton wove the passage of time directly into his equations, as in force = mass × acceleration.

What is Narration in Paragraph Development?

Use narration to establish a series of events that tells the reader what happened. Narration follows a chronological pattern of development. It is a convincing mode of paragraph development to the extent that it tells a coherent story. This pattern or time line is usually very easy to understand.

What is Description in Paragraph Development?

Use descriptive prose to provide a physical picture or a functional view of the subject. Physical description develops a picture by identifying the shapes, materials, position, and functions of its subject. Such prose often serves as the raw material for more elaborate forms of analytical prose.

What is Analogy in Paragraph Development?

Use analogy to explain one object or process in terms of another. The aptness of the analogy is generally a point of subtle judgment. Some analogies are more valid than others. Comparing an apple to the space shuttle is not likely to be an effective analogy.

Cause and Effect: imp question / mcq

Use cause and effect in paragraphs when you are tracking the development of one situation or event out of another. Cause and effect is an analytical mode of paragraph development.

Comparison and Contrast:: imp question / mcq

Use comparison and contrast to develop a topic by examining its similarities or dissimilarities to another thing, process, or state. Comparison emphasizes the similarities, contrast the differences. A paragraph may use both comparison and contrast.

Definition:

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Develop paragraphs by definition when you want to set working generalizations that will help control the meaning and scope of important terms. Defining is an effective way of controlling the scope of terms.

Bimetallic Components

Bimetals are components made up of two separate metallic units, each occupying a distinct position in the component. Bimetal rods or wires (also called clad metal, duo- or dual-metal) are made of dissimilar metals.

Enumeration:.

Use enumeration in paragraphs when you want to itemize or list a set of topics or a series of some kind. Enumeration is a powerful way to establish a series of observations and to emphasize each element.

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Lecture 36 Language Review: Sentences.

What are Passive Voice and Active Voice in wordiness sentences?

Use the active voice whenever the passive voice is not appropriate. Active verbs make for concise prose; sentences with passive verbs use more words. Moreover, passive verbs deemphasize or even eliminate mention of the performer of the action conveyed by the verb.

What is Nominalizations in wordiness sentences?

Where possible, use verb forms instead of noun forms. Excessive or unnecessary nominalization (turning verbs into nouns) can make your writing wordy because it requires a noun and a verb instead of just the verb form.

What is Unnecessary Repetition in wordiness sentences?

Avoid unnecessary repetition. One of the most common types of unnecessary repetition involves modifiers that repeat information given in the word modified.

Unnecessary Words and Phrases in sentences?

Make sure that each word and phrase in your sentences contributes to meaning and clarity. Try to avoid the two commonly used constructions. There is/are . . . And it is . . . .

What is Sentence Fragments? Imp

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A sentence fragment is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

Examples:

Driving in the city during the evening rush hour.

What is Comma Splice? Imp

Never link two independent clauses with just a comma; this is known as a comma splice error.

Examples:

The sun is high, put on some sun block.

What is Fused Sentences? Imp

Do not allow two independent clauses to run together without a conjunction or punctuation between them. This error produces a fused sentence. To join two main clauses, follow the options listed under comma splice.

Examples:

I got up late this morning I didn't have time for breakfast.

What is Stringy Sentence?

Avoid stringing several clauses that would be easier to read and understand if they were broken up into separate clauses.

What is Agreement Sentence?

Agreement between subject and verb and between pronoun and its antecedent is important for paragraph coherence, as well as for style and grammar.

When editing your document check for agreement, paying close attention to subjects, verbs, and pronouns.

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Lecture 37 Language Review: Sentences II

Choppy Sentences:

Avoid using too many short sentences that will create choppy prose. Vary your sentence types and combine short related sentences by making some elements dependent clauses or phrases.

Misplaced Modifiers:

To ensure clarity, place your modifiers carefully. Make sure that your placement of modifiers does not interrupt the sentence structure or create ambiguity.

Interrupted Sentence Structure:

Placing a modifier between the subject and the verb or between the verb and the direct object can weaken the structure of the sentence and make the sentence difficult to interpret. If another phrase is used to separate the noun and its modifier

Adverb Modifiers:

Adverbs should be placed as close as possible to the words or phrases that they modify. If you allow an adverb to be separated from the word or phrase that it modifies

Dangling Modifiers:

A modifier whose connection to the sentence is implied or intended but not actually made explicit is said to dangle. Dangling modifiers detract from the clarity of your writing, so you should make sure your modifiers are properly connected to the words they modify.

How can we repair Dangling Modifiers?

To repair a dangling modifier, add the noun or phrase to whom the modifier was intended to modify and rephrase the sentence accordingly.

What are Double Negatives in sentence?

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.

What are Faulty Comparisons in sentence?

Comparing one item with another can be a very powerful way to describe an object or a process. To make your comparison effective, however, you must maintain parallelism in your comparison.

What are Nonparallel Comparisons in sentence? Or Difference b/w Faulty Comparisons and Nonparallel Comparisons?

When you construct a comparison, you must make the two items being compared parallel in structure.
Example:

He likes cricket and playing football. (Incorrect)

He likes cricket and football. (Correct)

What are Incomplete Comparisons in sentence?

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Incomplete comparisons detract from the clarity of your writing. To be complete, a comparison must include both the item being compared and the item it is being compared with.

Example:

Shoaib Akhtar is a better player. (Incorrect)

Shoaib Akhtar is a better player than Bret Lee. (Correct)

What are Inappropriate Shifts?

Be consistent in your choice of tense, mood, person, and voice. Shifting any of these categories without good reason will detract from the clarity of your writing.

How we can Inappropriate Shifts in Tense?

As a general rule, verb tenses within a sentence or a paragraph should be consistent. A shift in tense without reason distorts the sequence of events being described and will confuse your reader.

How we can Inappropriate Shifts in Mood?

Be consistent in your choice of mood. A shift in mood without reason will confuse your reader.

Sequence of Tenses:

Choose the tenses of your verbs accurately to express the timing or sequence of events that you are describing.

Sequence of Tenses and Timing of Events:

To emphasize that an event occurred or was completed before another event, use a form of the perfect auxiliary have.

Pronoun Reference:

Pronoun reference refers to the identification of a pronoun with its intended antecedent. Two common problems in pronoun reference are unclear pronoun reference and broad pronoun reference.

Unclear Pronoun Reference:

Use a pronoun instead of a noun only if the connection to the intended antecedent of the pronoun is quite strong. Make sure no other nouns with the same gender and number appear between your pronoun and its intended antecedent. Otherwise, your pronoun reference may be unclear.

Broad Pronoun Reference:

Use a demonstrative pronoun only if the connection to the intended antecedent of the pronoun is quite strong. Otherwise, your pronoun reference may be too broad, thus unclear.

Pronoun Case:

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A pronoun can appear in one of three cases:

1. Subjective, in which the pronoun functions as a subject
2. Objective, in which the pronoun functions as an object
3. And possessive, in which the pronoun functions as a possessor.

The following list shows the subjective, objective, and possessive forms of the personal pronouns.

List

Subjective	Objective	Possessive
I	Me	My
you	You	Your
he	Him	His
she	Her	Her
it	it	Its

We	us	our
They	them	their
Who	whom	whose
Whoever	whomever	whose

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Lecture 38 Language Review

Abstract and General Language:

Clear writing consists of specific, carefully chosen words, not abstract and general language. Prose cluttered with language that is overly abstract, ornate, or vague becomes unreadable, either too dense or too vague to be understandable.

Vague Language:

Although the amount of detail in your writing will depend on your audience, use specific facts whenever possible. These facts make the difference between vague assertions and accurate scientific reporting.

Ornate Language:

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• Use the simplest, most direct words possible.

• Used for their own sake, ornate words simply distract the reader from your main point.

Technical terms:

Technical terms are an essential part of all technical and scientific writing. Each field uses vocabulary keeping a variety of specialized concepts by means of technical language. These special terms convey concentrated meanings that have been built up over significant periods of study of a field. Match terminology to the ability of the audience.

Biased Language:

Avoid language that could be interpreted as biased on the basis of sex, age, physical ability, or ethnic or racial identity. Instead, use language that is inclusive and avoids unintended stereotypes, and refer to people and groups using labels they prefer.

1. Ageist Language
2. Language Biased against People with Disabilities
3. Ethnically or Racially Biased Language

Punctuation:

Punctuate your prose in order to clarify how words, clauses, and sentences fit together.

Detailed information on punctuation marks is given in the following entries:

• Periods.

• Commas,

• Colon:

Semicolons;

Question marks?

Exclamation points!

Apostrophes'

Quotation marks " "

Hyphens –

Dashes –

Parentheses ( )

Remember Own Prayer

Brackets [ ]

Elements in a Series:

Use a comma to separate items in a series. Although placing a final comma before the coordinating conjunction is often considered optional, omitting it can sometimes cause confusion. Consequently, most scientific and technical writing routinely uses a final comma in a series to prevent possible ambiguities

Coordinate Modifiers:

Use a comma between coordinate modifiers. Modifiers are coordinate if they modify the same word. You can test to see if the modifiers are coordinate by inserting and between them. If the description still makes sense, then the modifiers are coordinate.

Nonrestrictive Modifiers:

Use commas to set off nonrestrictive modifiers. A nonrestrictive modifier is usually introduced by which and contains information that is not essential for establishing the meaning of what it modifies. Parenthetic Elements:

Use commas to set off parenthetic elements.

Elliptical Constructions:

Use a comma to indicate the omission of a word or words readily understood from the context. Specialized Uses of Commas: In numbers with five or more digits, Anglo-American usage dictates that there should be commas before groups of three digits, counting from the right, except for a group of three digits at the beginning of the number.

Example

- Customers reported a total of 212,413 hardware malfunctions.
- In 1994, 212 cases had been diagnosed.
- Importance of Writing in a professional environment
- Different forms of writing
- Guidelines to be kept in mind while writing Oral Communication Types of Oral communication
- Extempore

Impromptu Memorization Superfluous Commas:

Except after an introductory dependent clause, do not use a comma to separate a dependent clause from a main clause unless the dependent clause provides nonessential information. Consider the following

Example

Placement of Commas with Other Punctuation:

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Place commas inside quotation marks but outside parentheses

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Lecture 39 Language Review: Punctuation II

Colons:

Use colons for the following purposes:

- To introduce and emphasize lists, quotations and explanations and certain appositional elements (see Layout)
- to express ratios
- to separate numbers signifying different nouns, such as in separating units of • time or elements in a bibliographic citation
- to separate titles from subtitles

To set off and emphasize lists

The market for photovoltaic power systems includes the following items: intrusion alarms, flood monitors, calculators, and telephone call boxes.

ONLY QUIZ

To express ratios

- The ratio of drag torque to bearing friction torque cannot exceed3:1.

To separate units of time–

- The main thruster engines ignited at 7:05 a.m. EDT

Semicolons:

- Use semicolons to join two independent clauses or to separate parts of a sentence that have commas in them.

Question Marks:

- Use a question mark to end an interrogative sentence. Have past efforts to develop an AIDS vaccine been based on the wrong approach?

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Exclamation Points:

- In technical and scientific writing, use exclamation points only to end warning or caution statements or as specialized scientific notation. For other purposes, use a period or question mark.

Apostrophes: Use apostrophes to form the possessive case of nouns and indefinite pronouns, and contractions. . Form the possessive of singular nouns and indefinite pronouns and of plural nouns that do not end in -s by adding-'s.

Quotation Marks:

- Unless the documentation style you are following specifies, otherwise, use quotation marks
  1. To enclose the names of articles, short reports, and other brief documents cited in your document or
  2. To indicate direct quotations of speech or excerpts from other documents.

To Enclose the Names of Articles, Short Reports, and Other Brief Documents:

The source of the design information is the 1982 article" Boundary Layer Development on Turbine Airfoil Suction Surfaces," which appeared in the Journal of Engineering for Power.

Hyphens:

What are Use hyphens to link? ƒ

a) Certain prefixes, Suffixes, Letters, And numbers with nouns ƒ
b) Compound nouns ƒ
c) Compound modifiers ƒ
d) Spelled-out numbers

Also use hyphens for the following purposes: ƒ

a) To clarify the meaning of certain words ƒ
b) To divide words ƒ
c) To express to or through between two letters or numbers ƒ
d) For specialized scientific notation

To Link Compound

Nouns Use a hyphen to link compound nouns, especially when the lack of a hyphen would change the meaning of the term. ƒ

a) Light-year ƒ
b) Light year

To Divide Words

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In general, avoid dividing words. However, use hyphens to split words at the end of a line to prevent large spaces between words in justified text and noticeably uneven margins in unjustified text.

Suspended Hyphens

If all unit modifiers in a series end with the same term, the term does not have to be repeated each time; for brevity you may suspend the hyphens and use the modified term only at the end of the series. Examples:

a) The first-order, second-order, and third-order equations have all been solved.
b) The first-, second-, and third-order equations have all been solved.
c) 2- and 3-phase controllers.

Parentheses:

Use parentheses to enclose qualifying detail that is of secondary importance to the main discussion.

a) Use parentheses sparingly within sentences; commas often do the job better.
b) Parentheses can also be used to enclose one or more entire sentences that add relevant but not essential detail to the main discussion.

Brackets:

Use brackets to set off an explanatory reference, your own comments, or corrections within material you are quoting.

According to Smith, "Proton energy levels [in the accelerator] are consistently higher than expected."

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Lecture 40 Language Review: MechanicsIMP PAPER

Capitalization:

Although there are many specialized rules for capitalizing letters, the following four are the most common. Capitalize proper names, including any particular person, object, place, project, institution, river, vessel, genus, culture, ethnic group, or formal job title.

Rules for Capitalizing Multiple-Word Titles and Proper Names

Remember Owm Prayer

Unless you are following a documentation style that specifies otherwise, observe the following rules for capitalizing multiple word titles and proper nouns. Capitalize all nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions.

General Guidelines for Capitalizing Scientific Terms:

Each discipline has its own specific conventions for determining which terms should be capitalized. In general, scientific writing tends to minimize capitalized nouns.

Foreign Words:

Against the criminally stubborn conviction of the professional officer corps that courage, élan, and naked steel must carry the day, the machine gun was the ultimate argument.

Emphasis

–The Chernobyl reactor surged from its standby level to 50 percent of its capacity in just 10 seconds. Names of Specific Vessels

–Do not italicize the model's class, manufacturer, or model number-

Abbreviations:

Unless you are following a style guide that specifies, otherwise, observe the following conventions. Abbreviations, shortened forms of words, are commonly employed in scientific and technical writing.

Examples:

AIDS -- Acquired Immunodeficiency Syndrome
RAM -- random-access memory
ROM -- read-only memory
DOS -- Disk Operating System FTP -- file transfer protocol HTML -- Hypertext Markup Language HIV -- Human Immunodeficiency Virus

Numbers:

Unless you are following a style guide that specifies otherwise, observe the following guidelines in using numbers. In general, use Arabic numerals instead of words in scientific and technical writing for both cardinal and ordinal numbers:

a) 3 subroutines
b) 6 braces
c) 61 amino acids

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d) the 3rd subroutine

Enumeration:

Use enumeration in reports and other documents to identify sequences of chapters, sections, page numbers, figures and tables, equations, footnotes, and appendixes. Lengthy reports may contain and enumerate all these items.

Pagination:

Number the front matter in italic lowercase roman numerals (i, ii, iii, iv, and so on).

Tables and Figures:

Number tables and figures sequentially as Table 1, Table 2, Table 3, and so on.

Symbols:

Use symbols consistently and in keeping with the common practice of your discipline. Biology, chemistry, engineering, mathematics, and physics, among many other fields, have extensive and precise systems tore present quantities, objects, and actions.

Equations:

Unless you are following a style guide that specifies, otherwise, observe the following conventions.

An ion in crossed electric and magnetic fields drifts at right angles to both fields with a velocity

Of

Vd = E5/B..... (1)

Spelling:

Always proofread your document for misspellings.

a) English and British English spelling.
b) Desk Dictionaries
c) Unabridged Dictionaries
d) ESL Dictionaries
e) Technical Dictionaries

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Lecture 41 Listening and InterviewingIMP PAPER

Facing a communication dilemma at Rockport:

Calling a meeting isn't unusual; executives do it every day. Even so, few executives shut down an entire company to bring everyone to a meeting, but that's exactly what Rockport president John Thornback decided to do.

Communicating Orally:

Oral communication satisfies people's need to be part of the human community and makes them feel good. Talking things over helps people in organizations build morale and establish a group identity. When communicating orally, try to take advantage of the positive characteristics while minimizing the dangers.

To achieve that goal, work on improving two key skills:

- Speaking
- Listening

What is Speaking Communicating Orally?

Oral communication is communicating with spoken words. It's a verbal form of communication where you communicate your thoughts, present ideas and share information. Examples of oral communication are conversations with friends, family or colleagues, presentations and speeches.

What is Listening Communicating Orally?

Listening is the ability to accurately receive and interpret messages in the communication process. Listening is key to all effective communication, without. the ability to listen effectively messages are easily misunderstood.

What happens when you listen?

- Sensing
- Interpreting
- Evaluating
- Remembering
- Responding

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The three main types of listening most common in interpersonal communication are:

- Informational Listening (Listening to Learn)
- Critical Listening (Listening to Evaluate and Analyze)
- Therapeutic or Empathetic Listening (Listening to Understand Feeling and Emotion)

Good and bad news listeningIMP MCCQ MEBEY SQ

To listen effectively	The Bad Listener	The Good Listener
1. Find areas of interest	Tunes out dry subjects	Opportunizes; ask "What's in it for me"
2. Judge content, not delivery	Tunes out if delivery is poor	Judges content; skips over delivery error
3. Hold your fire	Tends to enter into argument	Doesn't judge until comprehension is complete; interrupts only to clarify
4. Listen for ideas	Listens for facts	Listens for central themes
5. Be flexible	Takes extensive notes using only one system	Takes fewer notes; uses four to five different systems, depending on the speaker.

To listen effectively	The Bad Listener	The Good Listener
6. Work at listening	Shows no energy output; fakes attention	Works hard; exhibits active body state
7. Resist distractions	Is distracted easily	Fights or avoids distractions; tolerates bad habits; knows how to concentrate
8. Exercise your mind	Resists difficult expository material; seeks light, recreational material	Uses heavier material as exercise for the mind
9. Keep your mind open	Reacts to emotional words	Interprets emotional words; does not get hung up on them
10. Capitalize on the fact that thought is faster than speech	Tends to daydream with slow speakers	Challenges, anticipates, mentally summarizes

Categorizing interviews:IMP

- Job interviews
- Informative interviews
- Persuasive interviews
- Exit interview
- Evaluation interview
-

Counseling interviews • Conflict-resolution interviews • Disciplinary interviews • Termination interviews

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Lecture 42 Planning Interviews and Conducting Meetingsimp

What is Planning Interviews?

An interview plan refers to how your Hiring Team will conduct interviews for a specific job. In one part, it refers to the steps your organization follows to hire a candidate, such as an application reviews, skill assessment, or face-to-face interactions.

How to plan an interview

1. Select the best format for your interviews. ...
2. Choose your interview questions carefully. ...
3. Keep it relevant to the job. ...
4. Be consistent with all candidates. ...
5. Be ready to answer applicants' questions. ...
6. Arrange a suitable location. ...
7. Make sure interviewers have the right skills.

What are open-ended questions?

Open-ended questions are queries that prompt the candidate to provide a detailed explanation. Many employers ask open-ended questions to get a better insight into the candidate's thought process and personality. These questions can also reveal whether candidates have enough experience and qualifications for a specific job by explaining how they apply their knowledge and skills.

Direct open-ended questions

TO suggest a response, use direct open-ended questions.

For example,

Asking "What have you done about" assumes that something has been done and calls for an explanation.

Closed-ended questions

Closed-ended questions require yes or no answers or call for short responses.

For example

"Did you make a reservation for the flight?"

Role-playing

Role play is the act of imitating the character and behavior of someone who is different from you,

For exampleas a training exercise Group members have to communicate with each other through role-play. 2. Verb. If people role play, they do a role play.

The roles people play in meetings fall into three categories.
Self-oriented roles
Group-maintenance roles
Task-facilitating roles

Self-oriented roles

Self-centered role behaviors are those that seek to divert the group's attention to the group member exhibiting the behavior. These roles include central negative, monopolizer, stage hog, egghead, self-confessor, and insecure compliment seeker. ... These roles include blocker, withdrawer, aggressor, and doormat.

Group-maintenance roles

The maintenance roles we will discuss in this section include social-emotional leader, supporter, tension releaser, harmonizer, and interpreter.

Task-facilitating roles

Task-facilitating roles address challenge number one—accomplishing the team goals. ... In addition, it includes monitoring and enforcing .Task facilitators are especially valuable when assignments aren't clear or when progress is too slow.

What are Group norms?

A group that meets regularly develops unwritten rules governing the behavior of the members. To one degree or another, people are expected to conform to these norms.

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Lecture 43 Giving Speeches and Oral Presentations IIMP

Preparing to speak

You need to:

1. Define your purpose
2. Analyze your audience
3. Develop a plan for presenting your points

Define your purpose

Purpose can give us energy, optimism, and motivation to live our life to the fullest. It is a guiding light that can help us focus on the things that matter most, even in the face of adversity.

Analyzing your audience:

Audience analysis involves identifying the audience and adapting a speech to their interests, level of understanding, attitudes, and beliefs. Taking an audience-centered approach is important because a speaker's effectiveness will be improved if the presentation is created and delivered in an appropriate manner.

How can you Planning your speech or presentation?

Planning an oral message is similar to planning a written message

1. You develop the main idea
2. Construct an outline
3. Estimate the appropriate length
4. Decide on the most effective style

Organizing an outline:

With a well-crafted main idea to guide you, you can begin to outline the speech or presentation. Gear the structure

1. The subject
2. The purpose
3. The audience
4. Time allotted for your speech or presentation

Estimated length:

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Time for speeches and presentations is often strictly regulated, so you'll need to tailor your material to the available time. You can use your outline to estimate how long your speech or presentation will take.

What are the decisions making style?

The four styles of decision making are directive, analytical, conceptual and behavioral. Each style is a different method of weighing alternatives and examining solutions.

How can Developing formal speeches and presentations?

Developing a major speech or presentation is much like writing a formal report, with one important difference: you need to adjust your technique to an oral communication channel. This is both an opportunity and a challenge. The opportunity lies in the interaction that's possible between you and the audience.

At the same time, accommodate the limitations of your listeners. To prevent your audience from losing interest or getting lost, use special techniques when developing the various elements of the presentation:

a) The introduction
b) The body
c) The close
d) The question-and-answer period
e) Visual aids

Arousing interest:

From Longman Dictionary of Contemporary English arouse interest/expectations etcto make you become interested, expect something etc. Matt's behavior was arousing the interest of the neighbors. This extraordinary and highly convoluted story has aroused interest in many quarters from time to time.

Building credibility:

One of the chief drawbacks of overblown openings is that they damage the speaker's credibility, which is even more important than arousing interest. A speaker with high credibility is more persuasive than a speaker with low credibility.

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Lecture 44 Giving Speeches and Oral Presentations IIimp

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Lecture 45 Reviews Written Communication review all lecher

Lecture 23 Planning Long Reports imp for final

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

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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:

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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 purpose 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. _____

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A. _____

B. _____

1. _____

2. _____

C. _____

II. _____

A. _____

1. _____

a. _____

b. _____

2. _____

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. _____

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1.3. _____

2.0. _____

2.1. _____

2.11. _____

c. Preparing a Work Plan: non important

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.

d. 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

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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.

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Lecture 24 Writing 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: quiz

a) Title fly

b) Title page

c) Letter of authorization

d) Letter of transmittal

e) Table of contents

f) Preface

What is Title fly?

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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

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- 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

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Lecture 25 General Reports

Report-writing situations:

Report-writing situations may vary such as:

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•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.

g. Introduction
h. Method of Obtaining Facts
i. Facts
j. Discussion
k. Conclusions
l. 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?

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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 26 Empirical Research Report

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.

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Lecture 27 Feasibility Reports

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.

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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?

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Lecture 28 Progress Reports

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).

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Lecture 29 Proposals

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 30 Instructions

Remember Own Player

Non-impotent / non-thing

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Lecture 31 Using Visual Aids

What are Visual Aids?

Visual aids can be defined as instructional aids, such as posters, scale models, graphs, tables, diagrams, flow charts 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 pullout 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:

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- 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 found.

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Lecture 32 Creating Twelve Types of Visual Aids

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

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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

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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:

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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.

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Lecture 33 Writing Specifications and Analysis Reports

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

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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.

Abstracts:

Abstracts are self-sufficient. The procedure for many companies is to take the abstract from the analysis report, copy it a number of times, circulate it to readers, and allow readers to order the full report if they feel like they need the information.

Table of Contents:

The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report or flip through it looking for the section which contains what they are looking for.

List of Symbols:

This is an optional addition to the front matter of an analysis report. Include it if you think the readers will need to have symbols defined. The same thing applies to the inclusion of a glossary.

Conclusion:

This section presents the results of the analysis, the evaluation of what was presented in the discussion. Sometimes, listing the conclusion is a good way to organize them. It calls attention to the conclusion individually, but still enables writers to explain them as is necessary.

Recommendations:

Recommendations are optional, not all analysis reports have them. Those reports that do have recommendations, tell the readers what to do with the information provided in the report.

Appendix:

Usually this would include derivations of equations, tables of raw data, sample equations, and so forth. Whatever is placed in the appendix should be according to the audience needs.

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Lecture 34 How to Avoid Common Writing Problems

Imp

Writer's Block:

Writer's block is what we call the experience of getting stuck while writing. Although the results are the same, there are many factors of writer's block: lack of information, lack of a well-defined purpose, poor knowledge of the audience, and lack of confidence etc.

Lack of Information:

If it is the result of poor research, then you will have to stop writing and collect more information. If you find yourself doing this often, you might correctly guess that you have a problem in defining your communication purpose

Lack of a Well-Defined Purpose:

A poorly defined purpose of your communication will inevitably make writing more difficult, and may block it altogether. Sometimes, you will experience this as a lack of information; often you will notice it since paragraphs, sections, or entire reports or papers shift topic in the middle.

Develop a three-part purpose statement for the communication, and develop an outline of topics sentences based on the purpose statements.

Lack of Confidence:

Lack of confidence in your abilities as a writer is a common factor of writer's block, and it is usually self-fulfilling. If you do not think you can communicate effectively, you will not be able to write. Your systematic approaches of writing problems are the solution to this problem.

Organizational Problems:

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Organizational problems are discovered during the editing phase. Finding and fixing these problems is what makes editing important.

Punctuation Problems:

Accurate punctuation does not ensure accurate communication, but accurate communication is tremendously enhanced by accurate punctuation. For example

Incorrect:

"Professor Bashir wrote The Future of Artificial Intelligence he has become well known as a result."

Correct:

"Professor Bashir wrote "The Future of Artificial Intelligence"; he has become well known as a result."

Writing Style Problems:

Style is a result of sentence structure. Although you might not think so, sentence structure is simple and easy to understand. There are four basic types of sentences:

- Subject-verb sentences (SV)

  Example: imp

  The programmer (S) quits (V).

- Subject-verb-object sentences (SVO)

  Example:

  The programmer (S) kicked the terminal (O).

- Subject-linking verb – complement sentence (SLVC)
  Example:
  The programmer (S) felt (LV) sick (C).

- Subject-verb-indirect object – object (SVIO)
  Example:
  The programmer (S) gave (V) the engineer (IO) a headache (O)

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How to Edit Your Work:

This lecture will present some ways that can be helpful for writers for assessing the quality of their work and the work of others. Good editing divides the task of improving a document into a limited number of areas which are:

1. Organizational logic
2. Mechanical development of the topic
3. Writer's style
4. Quality of the manuscript

Organizational Logic:

The work should have the organizational logic. Organizational logic can be achieved by arranging the events chronologically or spatially.

Mechanical Development of the Topic:

Look to see if there is transition between paragraphs, even between sentences. Transition is what links the ideas together.

Transition can be accomplished in three ways:

d) The writer might repeat an important word in two adjoining paragraphs or sentences.
e) Structure can accomplish transition
f) Transitional words and phrases can be used to establish links between ideas in an obvious way, such as "Finally".

Writer's Style:

If you wish to sell an idea or a product, then the style must be persuasive. If you wish to convey information only, such as in a report to superiors, then the style should appear to be passively objective

Quality of the Manuscript:

The last thing a writer needs to examine when editing a document is the quality of the manuscript. A manuscript should be visually attractive. This means that it should have proper order, that is, there should be obvious divisions and subdivisions. A manuscript should invite readership.

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Lecture 35 Language Review

What is adaptive optics?

The latest electronic innovation, still under development is called "adaptive optics."

What is known of the Paragraph Unity?

The latest electronic innovation, still under development is called "adaptive optics." Adaptive optics is an electronic feedback mechanism capable of correcting the distorting effects of the earth's atmosphere and thus allowing much sharper images of astronomical objects.

What is Topic sentence?

Time became a key word in the language of physics during the seventeenth century. Isaac Newton wove the passage of time directly into his equations, as in force = mass × acceleration.

What is Narration in Paragraph Development?

Use narration to establish a series of events that tells the reader what happened. Narration follows a chronological pattern of development. It is a convincing mode of paragraph development to the extent that it tells a coherent story. This pattern or time line is usually very easy to understand.

What is Description in Paragraph Development?

Use descriptive prose to provide a physical picture or a functional view of the subject. Physical description develops a picture by identifying the shapes, materials, position, and functions of its subject. Such prose often serves as the raw material for more elaborate forms of analytical prose.

What is Analogy in Paragraph Development?

Use analogy to explain one object or process in terms of another. The aptness of the analogy is generally a point of subtle judgment. Some analogies are more valid than others. Comparing an apple to the space shuttle is not likely to be an effective analogy.

Cause and Effect: imp question / mcq

Use cause and effect in paragraphs when you are tracking the development of one situation or event out of another. Cause and effect is an analytical mode of paragraph development.

Comparison and Contrast:: imp question / mcq

Use comparison and contrast to develop a topic by examining its similarities or dissimilarities to another thing, process, or state. Comparison emphasizes the similarities, contrast the differences. A paragraph may use both comparison and contrast.

Definition:

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Develop paragraphs by definition when you want to set working generalizations that will help control the meaning and scope of important terms. Defining is an effective way of controlling the scope of terms.

Bimetallic Components

Bimetals are components made up of two separate metallic units, each occupying a distinct position in the component. Bimetal rods or wires (also called clad metal, duo- or dual-metal) are made of dissimilar metals.

Enumeration:.

Use enumeration in paragraphs when you want to itemize or list a set of topics or a series of some kind. Enumeration is a powerful way to establish a series of observations and to emphasize each element.

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Lecture 36 Language Review: Sentences.

What are Passive Voice and Active Voice in wordiness sentences?

Use the active voice whenever the passive voice is not appropriate. Active verbs make for concise prose; sentences with passive verbs use more words. Moreover, passive verbs deemphasize or even eliminate mention of the performer of the action conveyed by the verb.

What is Nominalizations in wordiness sentences?

Where possible, use verb forms instead of noun forms. Excessive or unnecessary nominalization (turning verbs into nouns) can make your writing wordy because it requires a noun and a verb instead of just the verb form.

What is Unnecessary Repetition in wordiness sentences?

Avoid unnecessary repetition. One of the most common types of unnecessary repetition involves modifiers that repeat information given in the word modified.

Unnecessary Words and Phrases in sentences?

Make sure that each word and phrase in your sentences contributes to meaning and clarity. Try to avoid the two commonly used constructions. There is/are . . . And it is . . . .

What is Sentence Fragments? Imp

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A sentence fragment is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

Examples:

Driving in the city during the evening rush hour.

What is Comma Splice? Imp

Never link two independent clauses with just a comma; this is known as a comma splice error.

Examples:

The sun is high, put on some sun block.

What is Fused Sentences? Imp

Do not allow two independent clauses to run together without a conjunction or punctuation between them. This error produces a fused sentence. To join two main clauses, follow the options listed under comma splice.

Examples:

I got up late this morning I didn't have time for breakfast.

What is Stringy Sentence?

Avoid stringing several clauses that would be easier to read and understand if they were broken up into separate clauses.

What is Agreement Sentence?

Agreement between subject and verb and between pronoun and its antecedent is important for paragraph coherence, as well as for style and grammar.

When editing your document check for agreement, paying close attention to subjects, verbs, and pronouns.

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Lecture 37 Language Review: Sentences II

Choppy Sentences:

Avoid using too many short sentences that will create choppy prose. Vary your sentence types and combine short related sentences by making some elements dependent clauses or phrases.

Misplaced Modifiers:

To ensure clarity, place your modifiers carefully. Make sure that your placement of modifiers does not interrupt the sentence structure or create ambiguity.

Interrupted Sentence Structure:

Placing a modifier between the subject and the verb or between the verb and the direct object can weaken the structure of the sentence and make the sentence difficult to interpret. If another phrase is used to separate the noun and its modifier

Adverb Modifiers:

Adverbs should be placed as close as possible to the words or phrases that they modify. If you allow an adverb to be separated from the word or phrase that it modifies

Dangling Modifiers:

A modifier whose connection to the sentence is implied or intended but not actually made explicit is said to dangle. Dangling modifiers detract from the clarity of your writing, so you should make sure your modifiers are properly connected to the words they modify.

How can we repair Dangling Modifiers?

To repair a dangling modifier, add the noun or phrase to whom the modifier was intended to modify and rephrase the sentence accordingly.

What are Double Negatives in sentence?

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.

What are Faulty Comparisons in sentence?

Comparing one item with another can be a very powerful way to describe an object or a process. To make your comparison effective, however, you must maintain parallelism in your comparison.

What are Nonparallel Comparisons in sentence? Or Difference b/w Faulty Comparisons and Nonparallel Comparisons?

When you construct a comparison, you must make the two items being compared parallel in structure.
Example:

He likes cricket and playing football. (Incorrect)

He likes cricket and football. (Correct)

What are Incomplete Comparisons in sentence?

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Incomplete comparisons detract from the clarity of your writing. To be complete, a comparison must include both the item being compared and the item it is being compared with.

Example:

Shoaib Akhtar is a better player. (Incorrect)

Shoaib Akhtar is a better player than Bret Lee. (Correct)

What are Inappropriate Shifts?

Be consistent in your choice of tense, mood, person, and voice. Shifting any of these categories without good reason will detract from the clarity of your writing.

How we can Inappropriate Shifts in Tense?

As a general rule, verb tenses within a sentence or a paragraph should be consistent. A shift in tense without reason distorts the sequence of events being described and will confuse your reader.

How we can Inappropriate Shifts in Mood?

Be consistent in your choice of mood. A shift in mood without reason will confuse your reader.

Sequence of Tenses:

Choose the tenses of your verbs accurately to express the timing or sequence of events that you are describing.

Sequence of Tenses and Timing of Events:

To emphasize that an event occurred or was completed before another event, use a form of the perfect auxiliary have.

Pronoun Reference:

Pronoun reference refers to the identification of a pronoun with its intended antecedent. Two common problems in pronoun reference are unclear pronoun reference and broad pronoun reference.

Unclear Pronoun Reference:

Use a pronoun instead of a noun only if the connection to the intended antecedent of the pronoun is quite strong. Make sure no other nouns with the same gender and number appear between your pronoun and its intended antecedent. Otherwise, your pronoun reference may be unclear.

Broad Pronoun Reference:

Use a demonstrative pronoun only if the connection to the intended antecedent of the pronoun is quite strong. Otherwise, your pronoun reference may be too broad, thus unclear.

Pronoun Case:

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A pronoun can appear in one of three cases:

4. Subjective, in which the pronoun functions as a subject
5. Objective, in which the pronoun functions as an object
6. And possessive, in which the pronoun functions as a possessor.

The following list shows the subjective, objective, and possessive forms of the personal pronouns.

List

Subjective	Objective	Possessive
I	Me	My
you	You	Your
he	Him	His
she	Her	Her
it	it	Its

We	us	our
They	them	their
Who	whom	whose
Whoever	whomever	whose

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Lecture 38 Language Review

Abstract and General Language:

Clear writing consists of specific, carefully chosen words, not abstract and general language. Prose cluttered with language that is overly abstract, ornate, or vague becomes unreadable, either too dense or too vague to be understandable.

Vague Language:

Although the amount of detail in your writing will depend on your audience, use specific facts whenever possible. These facts make the difference between vague assertions and accurate scientific reporting.

Ornate Language:

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• Use the simplest, most direct words possible.

• Used for their own sake, ornate words simply distract the reader from your main point.

Technical terms:

Technical terms are an essential part of all technical and scientific writing. Each field uses vocabulary keeping a variety of specialized concepts by means of technical language. These special terms convey concentrated meanings that have been built up over significant periods of study of a field. Match terminology to the ability of the audience.

Biased Language:

Avoid language that could be interpreted as biased on the basis of sex, age, physical ability, or ethnic or racial identity. Instead, use language that is inclusive and avoids unintended stereotypes, and refer to people and groups using labels they prefer.

4. Ageist Language
5. Language Biased against People with Disabilities
6. Ethnically or Racially Biased Language

Punctuation:

Punctuate your prose in order to clarify how words, clauses, and sentences fit together.

Detailed information on punctuation marks is given in the following entries:

• Periods.

• Commas,

• Colon:

Semicolons;

Question marks?

Exclamation points!

Apostrophes'

Quotation marks " "

Hyphens –

Dashes –

Parentheses ( )

Remember Own Prayer

Brackets [ ]

Elements in a Series:

Use a comma to separate items in a series. Although placing a final comma before the coordinating conjunction is often considered optional, omitting it can sometimes cause confusion. Consequently, most scientific and technical writing routinely uses a final comma in a series to prevent possible ambiguities

Coordinate Modifiers:

Use a comma between coordinate modifiers. Modifiers are coordinate if they modify the same word. You can test to see if the modifiers are coordinate by inserting and between them. If the description still makes sense, then the modifiers are coordinate.

Nonrestrictive Modifiers:

Use commas to set off nonrestrictive modifiers. A nonrestrictive modifier is usually introduced by which and contains information that is not essential for establishing the meaning of what it modifies. Parenthetic Elements:

Use commas to set off parenthetic elements.

Elliptical Constructions:

Use a comma to indicate the omission of a word or words readily understood from the context. Specialized Uses of Commas: In numbers with five or more digits, Anglo-American usage dictates that there should be commas before groups of three digits, counting from the right, except for a group of three digits at the beginning of the number.

Example

- Customers reported a total of 212,413 hardware malfunctions.
- In 1994, 212 cases had been diagnosed.
- Importance of Writing in a professional environment
- Different forms of writing
- Guidelines to be kept in mind while writing Oral Communication Types of Oral communication
- Extempore

Impromptu Memorization Superfluous Commas:

Except after an introductory dependent clause, do not use a comma to separate a dependent clause from a main clause unless the dependent clause provides nonessential information. Consider the following

Example

Placement of Commas with Other Punctuation:

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Place commas inside quotation marks but outside parentheses

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Lecture 39 Language Review: Punctuation II

Colons:

Use colons for the following purposes:

- To introduce and emphasize lists, quotations and explanations and certain appositional elements (see Layout)
- to express ratios
- to separate numbers signifying different nouns, such as in separating units of • time or elements in a bibliographic citation
- to separate titles from subtitles

To set off and emphasize lists

The market for photovoltaic power systems includes the following items: intrusion alarms, flood monitors, calculators, and telephone call boxes.

ONLY QUIZ

To express ratios

- The ratio of drag torque to bearing friction torque cannot exceed3:1.

To separate units of time–

- The main thruster engines ignited at 7:05 a.m. EDT

Semicolons:

- Use semicolons to join two independent clauses or to separate parts of a sentence that have commas in them.

Question Marks:

- Use a question mark to end an interrogative sentence. Have past efforts to develop an AIDS vaccine been based on the wrong approach?

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Exclamation Points:

- In technical and scientific writing, use exclamation points only to end warning or caution statements or as specialized scientific notation. For other purposes, use a period or question mark.

Apostrophes: Use apostrophes to form the possessive case of nouns and indefinite pronouns, and contractions. . Form the possessive of singular nouns and indefinite pronouns and of plural nouns that do not end in -s by adding-'s.

Quotation Marks:

- Unless the documentation style you are following specifies, otherwise, use quotation marks
  3. To enclose the names of articles, short reports, and other brief documents cited in your document or
  4. To indicate direct quotations of speech or excerpts from other documents.

To Enclose the Names of Articles, Short Reports, and Other Brief Documents:

The source of the design information is the 1982 article" Boundary Layer Development on Turbine Airfoil Suction Surfaces," which appeared in the Journal of Engineering for Power.

Hyphens:

What are Use hyphens to link? ƒ

e) Certain prefixes, Suffixes, Letters, And numbers with nouns ƒ
f) Compound nouns ƒ
g) Compound modifiers ƒ
h) Spelled-out numbers

Also use hyphens for the following purposes: ƒ

e) To clarify the meaning of certain words ƒ
f) To divide words ƒ
g) To express to or through between two letters or numbers ƒ
h) For specialized scientific notation

To Link Compound

Nouns Use a hyphen to link compound nouns, especially when the lack of a hyphen would change the meaning of the term. ƒ

c) Light-year ƒ
d) Light year

To Divide Words

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In general, avoid dividing words. However, use hyphens to split words at the end of a line to prevent large spaces between words in justified text and noticeably uneven margins in unjustified text.

Suspended Hyphens

If all unit modifiers in a series end with the same term, the term does not have to be repeated each time; for brevity you may suspend the hyphens and use the modified term only at the end of the series. Examples:

d) The first-order, second-order, and third-order equations have all been solved.
e) The first-, second-, and third-order equations have all been solved.
f) 2- and 3-phase controllers.

Parentheses:

Use parentheses to enclose qualifying detail that is of secondary importance to the main discussion.

c) Use parentheses sparingly within sentences; commas often do the job better.
d) Parentheses can also be used to enclose one or more entire sentences that add relevant but not essential detail to the main discussion.

Brackets:

Use brackets to set off an explanatory reference, your own comments, or corrections within material you are quoting.

According to Smith, "Proton energy levels [in the accelerator] are consistently higher than expected."

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Lecture 40 Language Review: Mechanics IMP PAPER

Capitalization:

Although there are many specialized rules for capitalizing letters, the following four are the most common. Capitalize proper names, including any particular person, object, place, project, institution, river, vessel, genus, culture, ethnic group, or formal job title.

Rules for Capitalizing Multiple-Word Titles and Proper Names

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Unless you are following a documentation style that specifies otherwise, observe the following rules for capitalizing multiple word titles and proper nouns. Capitalize all nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions.

General Guidelines for Capitalizing Scientific Terms:

Each discipline has its own specific conventions for determining which terms should be capitalized. In general, scientific writing tends to minimize capitalized nouns.

Foreign Words:

Against the criminally stubborn conviction of the professional officer corps that courage, élan, and naked steel must carry the day, the machine gun was the ultimate argument.

Emphasis

–The Chernobyl reactor surged from its standby level to 50 percent of its capacity in just 10 seconds. Names of Specific Vessels

–Do not italicize the model's class, manufacturer, or model number-

Abbreviations:

Unless you are following a style guide that specifies, otherwise, observe the following conventions. Abbreviations, shortened forms of words, are commonly employed in scientific and technical writing.

Examples:

AIDS -- Acquired Immunodeficiency Syndrome
RAM -- random-access memory
ROM -- read-only memory
DOS -- Disk Operating System FTP -- file transfer protocol HTML -- Hypertext Markup Language HIV -- Human Immunodeficiency Virus

Numbers:

Unless you are following a style guide that specifies otherwise, observe the following guidelines in using numbers. In general, use Arabic numerals instead of words in scientific and technical writing for both cardinal and ordinal numbers:

e) 3 subroutines
f) 6 braces
g) 61 amino acids

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h) the 3rd subroutine

Enumeration:

Use enumeration in reports and other documents to identify sequences of chapters, sections, page numbers, figures and tables, equations, footnotes, and appendixes. Lengthy reports may contain and enumerate all these items.

Pagination:

Number the front matter in italic lowercase roman numerals (i, ii, iii, iv, and so on).

Tables and Figures:

Number tables and figures sequentially as Table 1, Table 2, Table 3, and so on.

Symbols:

Use symbols consistently and in keeping with the common practice of your discipline. Biology, chemistry, engineering, mathematics, and physics, among many other fields, have extensive and precise systems tore present quantities, objects, and actions.

Equations:

Unless you are following a style guide that specifies, otherwise, observe the following conventions.

An ion in crossed electric and magnetic fields drifts at right angles to both fields with a velocity

Of

Vd = E5/B..... (1)

Spelling:

Always proofread your document for misspellings.

f) English and British English spelling.
g) Desk Dictionaries
h) Unabridged Dictionaries
i) ESL Dictionaries
j) Technical Dictionaries

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Lecture 41 Listening and Interviewing IMP PAPER

Facing a communication dilemma at Rockport:

Calling a meeting isn't unusual; executives do it every day. Even so, few executives shut down an entire company to bring everyone to a meeting, but that's exactly what Rockport president John Thornback decided to do.

Communicating Orally:

Oral communication satisfies people's need to be part of the human community and makes them feel good. Talking things over helps people in organizations build morale and establish a group identity. When communicating orally, try to take advantage of the positive characteristics while minimizing the dangers.

To achieve that goal, work on improving two key skills:

- Speaking
- Listening

What is Speaking Communicating Orally?

Oral communication is communicating with spoken words. It's a verbal form of communication where you communicate your thoughts, present ideas and share information. Examples of oral communication are conversations with friends, family or colleagues, presentations and speeches.

What is Listening Communicating Orally?

Listening is the ability to accurately receive and interpret messages in the communication process. Listening is key to all effective communication, without. the ability to listen effectively messages are easily misunderstood.

What happens when you listen?

- Sensing
- Interpreting
- Evaluating
- Remembering
- Responding

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The three main types of listening most common in interpersonal communication are:

- Informational Listening (Listening to Learn)
- Critical Listening (Listening to Evaluate and Analyze)
- Therapeutic or Empathetic Listening (Listening to Understand Feeling and Emotion)

Good and bad news listening IMP MCCQ MEBEY SQ

To listen effectively	The Bad Listener	The Good Listener
1. Find areas of interest	Tunes out dry subjects	Opportunizes; ask "What's in it for me"
2. Judge content, not delivery	Tunes out if delivery is poor	Judges content; skips over delivery error
3. Hold your fire	Tends to enter into argument	Doesn't judge until comprehension is complete; interrupts only to clarify
4. Listen for ideas	Listens for facts	Listens for central themes
5. Be flexible	Takes extensive notes using only one system	Takes fewer notes; uses four to five different systems, depending on the speaker.

To listen effectively	The Bad Listener	The Good Listener
6. Work at listening	Shows no energy output; fakes attention	Works hard; exhibits active body state
7. Resist distractions	Is distracted easily	Fights or avoids distractions; tolerates bad habits; knows how to concentrate
8. Exercise your mind	Resists difficult expository material; seeks light, recreational material	Uses heavier material as exercise for the mind
9. Keep your mind open	Reacts to emotional words	Interprets emotional words; does not get hung up on them
10. Capitalize on the fact that thought is faster than speech	Tends to daydream with slow speakers	Challenges, anticipates, mentally summarizes

Categorizing interviews: IMP •

Job interviews • Informative interviews • Persuasive interviews • Exit

interview • Evaluation interview • Counseling interviews • Conflict-resolution interviews • Disciplinary interviews • Termination interviews

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Lecture 42 Planning Interviews and Conducting Meetings imp

What is Planning Interviews?

An interview plan refers to how your Hiring Team will conduct interviews for a specific job. In one part, it refers to the steps your organization follows to hire a candidate, such as an application reviews, skill assessment, or face-to-face interactions.

How to plan an interview

8. Select the best format for your interviews. ...
9. Choose your interview questions carefully. ...
10. Keep it relevant to the job. ...
11. Be consistent with all candidates. ...
12. Be ready to answer applicants' questions. ...
13. Arrange a suitable location. ...
14. Make sure interviewers have the right skills.

What are open-ended questions?

Open-ended questions are queries that prompt the candidate to provide a detailed explanation. Many employers ask open-ended questions to get a better insight into the candidate's thought process and personality. These questions can also reveal whether candidates have enough experience and qualifications for a specific job by explaining how they apply their knowledge and skills.

Direct open-ended questions

TO suggest a response, use direct open-ended questions.

For example,

Asking "What have you done about" assumes that something has been done and calls for an explanation.

Closed-ended questions

Closed-ended questions require yes or no answers or call for short responses.

For example

"Did you make a reservation for the flight?"

Role-playing

Role play is the act of imitating the character and behavior of someone who is different from you,

For example

as a training exercise Group members have to communicate with each other through role-play. 2. Verb. If people role play, they do a role play.

The roles people play in meetings fall into three categories.
Self-oriented roles
Group-maintenance roles
Task-facilitating roles

Self-oriented roles

Self-centered role behaviors are those that seek to divert the group's attention to the group member exhibiting the behavior. These roles include central negative, monopolizer, stage hog, egghead, self-confessor, and insecure compliment seeker. ... These roles include blocker, withdrawer, aggressor, and doormat.

Group-maintenance roles

The maintenance roles we will discuss in this section include social-emotional leader, supporter, tension releaser, harmonizer, and interpreter.

Task-facilitating roles

Task-facilitating roles address challenge number one—accomplishing the team goals. ... In addition, it includes monitoring and enforcing .Task facilitators are especially valuable when assignments aren't clear or when progress is too slow.

What are Group norms?

A group that meets regularly develops unwritten rules governing the behavior of the members. To one degree or another, people are expected to conform to these norms.

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Lecture 43 Giving Speeches and Oral Presentations I IMP

Preparing to speak

You need to:

4. Define your purpose
5. Analyze your audience
6. Develop a plan for presenting your points

Define your purpose

Purpose can give us energy, optimism, and motivation to live our life to the fullest. It is a guiding light that can help us focus on the things that matter most, even in the face of adversity.

Analyzing your audience:

Audience analysis involves identifying the audience and adapting a speech to their interests, level of understanding, attitudes, and beliefs. Taking an audience-centered approach is important because a speaker's effectiveness will be improved if the presentation is created and delivered in an appropriate manner.

How can you Planning your speech or presentation?

Planning an oral message is similar to planning a written message

5. You develop the main idea
6. Construct an outline
7. Estimate the appropriate length
8. Decide on the most effective style

Organizing an outline:

With a well-crafted main idea to guide you, you can begin to outline the speech or presentation. Gear the structure

5. The subject
6. The purpose
7. The audience

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8. Time allotted for your speech or presentation

Estimated length:

Time for speeches and presentations is often strictly regulated, so you'll need to tailor your material to the available time. You can use your outline to estimate how long your speech or presentation will take.

What are the decisions making style?

The four styles of decision making are directive, analytical, conceptual and behavioral. Each style is a different method of weighing alternatives and examining solutions.

How can Developing formal speeches and presentations?

Developing a major speech or presentation is much like writing a formal report, with one important difference: you need to adjust your technique to an oral communication channel. This is both an opportunity and a challenge. The opportunity lies in the interaction that's possible between you and the audience.

At the same time, accommodate the limitations of your listeners. To prevent your audience from losing interest or getting lost, use special techniques when developing the various elements of the presentation:

f) The introduction
g) The body
h) The close
i) The question-and-answer period
j) Visual aids

Arousing interest:

From Longman Dictionary of Contemporary English arouse interest/expectations etcto make you become interested, expect something etc. Matt's behavior was arousing the interest of the neighbors. This extraordinary and highly convoluted story has aroused interest in many quarters from time to time.

Building credibility:

One of the chief drawbacks of overblown openings is that they damage the speaker's credibility, which is even more important than arousing interest. A speaker with high credibility is more persuasive than a speaker with low credibility.

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Lecture 44 Giving Speeches and Oral Presentations II imp

The body:

The bulk of your speech or presentation will be devoted to a discussion of the three or four main points in your outline. Use the same organizational patterns you'd use in a letter, memo, or report, but keep things simple. Your two goals are making sure the structure of your speech or presentation will be clear and making sure your organization will keep your audience's attention.

Emphasizing structure:

In spoken English we can emphasize things in a sentence with stress and intonation. In written English there are sentence structures that permit us to create emphasis. Generally speaking information placed at the end of a sentence receives most emphasis. This can be called the end-focus principle.

Holding the audience's attention:

To communicate your points effectively, you have to maintain the audience's attention. Here are a few helpful tips for creating memorable speeches: Relate your subject to the audience's needs. People are interested in things that affect them personally. Present every point in light of the audience's needs and values. Explain the relationship between your subject and familiar ideas.

The close:

The close of a speech or presentation is almost as important as the beginning because audience attention peaks at this point. Plan to devote about 10 percent of the total time to the ending.

The visual aids:

A visual aid is any material that gives shape and form to words or thoughts. Types of visual aids include physical samples, models, handouts, pictures, videos, infographics, etc. Visual aids have come a long way to now include digital tools such as overhead projectors, PowerPoint presentations, and interactive boards.

Selecting the right medium:

Face-to-face – Best for anything emotional (good or bad), alignment-oriented, or difficult. Video chat – Not as good as face-to-face but still auditory and visual, especially for staying connected to someone in a different physical location.

Slides:

A slide is a single page of a presentation. Collectively, a group of slides may be known as a slide deck. A slide show is an exposition of a series of slides or images in an electronic device or in a projection screen.

Computers:

With a special projector, a personal computer can be turned into a large- screen “intelligent chalkboard” that allows you to create and modify your visual aids as the presentation unfolds. You can also use a computer-generated slide show. This gives you the opportunity to make changes right up to the minute you start speaking.

Other visual aids:

In technical or scientific presentations, a sample of a product or material allows the audience to experience your subject directly Models built to scale are convenient representations of an object.

- Mastering the art of delivery
- Memorizing
- Reading
- Impromptu speaking
- Mastering the art of delivery
- Preparing for successful speaking
- Delivering the speech
- Handling questions

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Lecture 45 Reviews Written Communication

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Audience Analysis

- Target your audience by identifying audience type, characteristics and level of expertise.
- Determine your audienc’s needs by assessing their expertise and their purpose in reading the document.
- Determine document density.

Defining Objectives

Defining Objectives

- Defining objectives
- Document purpose
- Implicit purpose
- Explicit purpose
- Why do we need documents?

Identify the tasks you will help your readers perform while they read. Tell how you want to change the readers' attitudes. Learn your readers' important characteristics. Learn who your readers will be. Fill in a sample worksheet that should be kept in mind when defining objectives. Learn the importance of 'Appropriateness' in business and technical communication.

Fundamentals of Communication

The importance of appropriateness

- Accuracy
- Clarity
- Conciseness
- Coherence

The 7 Cs: Clarity

- Answer all questions; stated as well as implied questions of the questionnaire must be answered..
- Give extra information when desirable.
- Use one word in place of phrases; one sentence in place of two.
- Read out loud to listen for wordiness.
- Omit outdated trite expressions.
- Ask yourself: what material is really relevant?
- Look for unnecessary repetition: Does the same word or idea appear too often?
- See your material from reader's point of view. 'You' is more desirable than 'I' or 'we' in most instances.
- Readers like to see these benefits. Be sure benefits are a prominent part of the message.
- Consciously use positive words.
- Were you precise in using facts and figures whenever possible?
- Choose as precise or as concrete a word as possible.
- Did you use active voice more than passive?
- Is there action in verbs rather than in nouns?
- Did you try occasionally to use vivid, image building words? But in business writing use them sparingly.
- Select words that have high sense of appropriateness for the reader.
- Opt for familiar words, the ones that are not pretenses present.
- Limit the average sentence to 17 to 20 words.
- Insert no more than one main idea into a sentence.

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- Arrange words so that the main idea occurs early in a sentence.

Planning Business Messages

- Describe the basic tasks in the composition process.
- Define both general and specific purposes of your business message.
- Test the purpose of your message.
- Develop an audience profile.
- Analyze the needs of your audience.
- Establish the main idea of your message.
- Select an appropriate channel or medium for transmitting a particular message to a particular audience.

Composing Business Messages

- Identify the characteristics of a well-organized message.
- Explain why organization is important to both the audience and the communicator.
- Break a main idea into subdivisions grouped under logical categories.
- Arrange ideas in direct or indirect order, depending on the audience possible reaction.
- Compose a message using a style and tone that are appropriate to your subject, purpose, audience and format.
- Use the 'you' article to interest the audience in your message.

Revising Business Messages

- Edit your messages for content and organizational style and readability.
- Choose the most correct and most effective words to make your point.
- Rewrite the sentences to clarify the relationships among the ideas and to make your writing interesting.
- Identify the elements of paragraph.
- Choose the best design for written documents.
- Rewrite paragraphs using the appropriate development techniques.
- Proofread your message for mechanics and format.

Memorandum

- Memoranda are brief, informal reports used to establish a record. They generalize the communication process by transmitting the message from one or more authors to one or more recipients.
- E-mail messages typically take the form of memoranda.

Letters

- Use letters to communicate outside your organization. Whereas the memorandum is the primary vehicle for communication within an organization, letters are often used to communicate to individuals outside it, especially in formal and semiformal contexts.
- Letters are an essential part of all business and technical communication because they are

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more formal and reliable than electronic mail and more precise and permanent than telephone or face-to-face conversations.

Letters of Inquiry

Format of a letter of inquiry
Components of a letter of inquiry:

- Head
- Body
- Footer
- Headings

Letters of Recommendation

- Format of a letter of recommendation
- Components of a letter of recommendation:
  - Head
  - Body
  - Footer
  - Headings
- Methods of obtaining letter of recommendation
- General guidelines for writing letter of recommendation

Writing Direct Requests

- Why you follow the customs of your audience when making requests across cultural boundaries.
- Clearly state the main idea of each direct request you write.
- Indicate/express your confidence that the request will be filled.
- Provide a sufficient detail for the reader to be able to comply with your request.
- Clarify complicated request with lists and tables.
- Close with a courteous request for specific action.

Writing Routine, Good-News and Goodwill Messages

- Decide when to write a routine, good-news, or goodwill message.
- Adjust the basic organizational pattern to fit the type of message you are writing.
- Add resale and sales promotion material when appropriate.
- Encourage your reader to take any desired action.
- Write credit approvals and recommendation letters.
- Use the correct form for such specialized messages as instructions, news releases, and goodwill letters.

Writing Bad News Messages

- Choose correctly between indirect and direct approaches to a bad-news.
- Establish the proper tone from the beginning of your message.

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- Use neutral lead-ins to put your audience in an accepting mood.
- Present bad news in a reasonable and understandable way.
- Write message that motivate your audience to take constructive action.
- Close messages so that your audience is willing to continue a business relationship with your firm.

Writing Persuasive Messages

- Strengthen your persuasive messages with appropriate appeal.
- Gain credibility by supporting your persuasive message with relevant facts.
- Use attention, interest, desire, and action (the AIDA plan) to organize persuasive messages.
- Write a message persuading your audience to take action or grant you an adjustment.
- Design a sales letter around selling points and benefits.

Writing Short Reports

- Identify the qualities of good reports and proposals.
- Choose the proper length and format of your report.
- Decide when to use direct versus indirect order.
- Organize informational and analytical reports.
- Establish an appropriate degree of formality in the in a report.
- Use headings, lists, transitions, openings and summaries to guide readers through the report.

Planning Long Reports

- Define the problem to be solved by studying and outlining the issues to be analyzed.
- Identify and analyze the issues that have to be analyzed during your study.
- Prepare a work plan for conducting your investigation, planning the necessary steps, estimating their timing, and deciding on the sources of information required.
- Organize the research phase of the investigation, including the identification of secondary and primary sources of data.
- Draw sound conclusions and develop practical recommendations.
- Develop a final outline and visual aid plan for the report.

Writing Long Reports

- Describe how organizations produce formal reports and proposals.
- Prepare all necessary parts of a formal report.
- Select and prepare the visual aids to support the text of your report.
- Assemble all the parts of a formal report in the proper order and use an appropriate format. Prepare and assemble all the parts of a formal proposal.
- Critique formal reports prepared by someone else.

General Reports

- Varieties of report-writing situations
- How your readers want to use the information you provide
- The questions readers ask most often
- Sample outlines

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- Planning guide
- Sample reports

General superstructure for reports

- Introduction
- Method of obtaining facts
- Facts
- Discussion
- Conclusions
- Recommendations

Empirical Research Report

- Typical writing situations
- The questions readers ask most often
- Superstructure for empirical research reports
- Introduction
- Objectives of research
- Method
- Discussion
- Superstructure for empirical research reports
- Conclusions
- Recommendations
- An important note about headings
- Planning guide
- Sample research report

Feasibility Reports

- Typical writing situation
- The questions readers ask most often
- Superstructure for feasibility reports
- Introduction
- Criteria
- Two ways of presenting criteria
- Importance of presenting criteria early
- Sources of your criteria
- Four common types of criteria
- Method of obtaining facts
- Overview of alternatives
- Evaluation
- Choose carefully between the alternating and divided patterns
- Dismiss obviously unsuitable alternatives
- Put your most important point first

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Progress Reports

- Typical writing situations
- The readers' concern with the future
- The questions readers most often ask
- Superstructure for progress reports
- Introduction
- Facts and discussion
- Answering your readers' questions
- Providing the appropriate amount of information
- Organizing the discussion
- Emphasizing important findings and problems
- Conclusions
- Recommendations
- A note on the location of conclusions and recommendations
- Tone in progress reports
- Sample outlines
- Planning guide
- Sample progress report

Proposals

- The variety of proposals-writing situations
- Proposal readers are investors
- The questions readers ask most often
- Strategy of the conventional superstructure for proposals
- Superstructure of proposals
- Introduction
- Problem
- When readers define the problem for you
- When readers provide a general statement of purpose
- When you must define the problem yourself
- Objectives
- Product
- Method
- Resources
- Schedule
- Management
- Costs

Instructions

- The variety of instructions
- Three important points to remember

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- Instructions shape attitudes
- Good visual design is essential
- Page design
- Visual aids
- Testing is often indispensable
- Conventional Superstructure for Instructions
- Introduction
- Subject
- Aim
- Intended Readers
- Scope
- Organization
- Usage
- Motivation
- Background

Using Visual Aids

Look for places where visual aids will help you achieve your communication objectives:

- Choose visual aids appropriate to your objectives
- Make your visual aids easy to understand and use
- Fully integrate your visual aids with your prose

Creating Twelve Types of Visual Aids

How to construct

- Tables
- Bar graphs
- Pictographs
- Line graphs
- Pie charts
- Photographs
- Drawings
- Diagrams
- Flow charts
- Organizational charts
- Schedule charts
- Budget statements

Writing Specifications and Analysis Reports

- Types of specifications common to the computer industry
- Importance and main features of analysis reports
- It will be noted that terms and conventions often differ from company to company, but the general framework is similar.

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How to Avoid Common Problems

- Writer's block
- Lack of a well-defined purpose
- Poorly analyzed structure
- Lack of coincidence
- Organizational problems
- Punctuation problems
- Readability problems
- Writing style problems
- Organizational logic
- Mechanical development of the topic
- Writer's style
- Quality of the manuscript

Language Review-Paragraph

- Paragraph unity
- Topic sentences
- Paragraph coherence
- Transitional devices
- Transitional words and phrases
- Common transitional words and phrases
- Linking pronouns
- Repetition of key words
- Paragraph development
  - Exemplification
  - Narration
  - Process
  - Description
  - Comparison and contrast
  - Broad pronoun reference
  - Pronoun case

Language Review-Words and Punctuation I

- Abstract and general language
- Vague language
- Ornate language
- Technical terms
- Biased language
  - Ageist language
  - Language biased against people with disabilities
  - Ethnically and racially biased language

Punctuation

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- Periods
- Commas
  - Introductory elements
  - Coordinating conjunctions joining independent clauses
  - Elements in a series
  - Coordinate modifiers
  - Nonrestrictive modifiers
  - Parenthetic elements
  - Elliptical constructions
  - Specialized uses of commas
  - Superfluous commas
  - Placement of commas with other Punctuation
- Colons
- Semicolons
- Question marks
- Exclamation marks
- Apostrophes
- Quotation marks
- Hyphens
- Dashes
- Parentheses
- Brackets

Language Review-Mechanics

- Capitalization
- Italics
- Abbreviations
- Acronyms
- Numbers
- Enumeration
- Equations
- Spelling

Listening and Interviewing

- Apply the communication process to oral communication.
- Summarize the skills involved in being an effective listener.
- Identify nine common types of business interviews.

Planning Interviews and Conducting Meetings

- Define four types of interview questions and clarify when to use each type.
- Describe how groups make decisions. Discuss the preparations and duties necessary for productive meetings.

Giving Speeches and Oral Presentations

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- Categorize speeches and presentations according to their purpose, analyze the audience for speeches and presentations, and discuss the steps required in planning a speech or presentation.
- Develop an introduction, a body, and a close for a long formal presentation.
- Select, design, and use visual aids that are appropriate for various types of speeches and presentations.
- Deliver your speech or presentation and handle audience questions effectively.

PRAY FOR ALL HELLPERS😍😍🥰🥰🥰👍👍

THANK YOU.

PRAY FOR ALL HELLPERS😍😍🥰🥰🥰👍👍

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