IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

EFFECTIVE WRITING

Lecture 18: Strategies and Structure of Reports

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Strategies

- Knowing the scope and purpose
- Determining your audience
- Collecting the material
- Organizing the material
- Making an outline

Terms of Reference

- Provides clear instructions.
- Helps in identifying the problem.
- Ignites and helps in conforming to the scope of report.
- Allows scope to clarify instructions before making a start.

Important Steps

- Data Collection
- Evaluation
- Note Making

- **Methods of Data Collection**
  - Personal Observation
  - Telephonic Interviews
  - Personal Interviews
  - Questionnaires

Organizing the Data

Principles of organization

- Logical ordering
- Coordinating
- Subordinating
- Numbering
- Phrasing
- Dividing

Structure

- Prefatory Material
- Main Elements
  - Introduction
  - Discussion
  - Conclusions
  - Recommendations
- Back Matter

Cover

Frontispiece

Title page

Copyright Notice

Forwarding Letter

Preface

Acknowledgement

Table of Contents

List of Illustrations

Abstract or Summary

Difference between Abstract and Summary

Abstract

- Mentions concisely the purpose
- Significance of the report
- No figures/graphs
- No conclusions
- Two percent of the entire report

Summary

- Entire report in a nut shell
- Highlights the most important feature
- Figures , tables and graphs
- Conclusions and recommendations
- Between five to ten percent of the report

Main Body

Introduction

- Statement of authorization
- Background of the matter
- Statement of the problem (hypothesis)
- Scope of the problem
- Limitations
- Sources and methods of data collection
- Definition of terms
- Report preview

Discussion

- Analysis of data
- Data presentation– to be properly organized and analysis should be clearly written.
- Findings & research problem relations
- Description of topics, data and drawing inferences
- Findings based on fact and logic.

Conclusion and Recommendation

- Findings of the report
- It provides answer to the problem statements.
- End of the discussion
- Logical inferences and judgments based on the analysis.

Back Matter

- Supporting documents
- Tables, questionnaire
- Interview sheets, statistical test,
- Methodology etc.

1. Appendices
2. List of references
3. Bibliography
4. Glossary
5. Index

Order of Entries in Bibliography

- Author's name
- Title of the book
- Name of the editor (if any)
- Edition, number of the volume
- Name of the series
- Place of the publication
- Name of the publisher
- Date/Year of the publication
- Page numbers

Bibliography & List of References

- A list of both textual references and other works which ignite which the writer's thinking but could not be cited in the text of the essay or report.
- It is comprehensive as it lists all the works one consults, including background reading.
- Entries are arranged in alphabetical order.
- A list of references, contains only the works you have cited in the text of your essay or report.

Arnold, Matthew. "Culture and Anarchy", in *Matthew Arnold: Selected Prose*. Harmondsworth: Penguin. ([1869] 1970) Print.

Some Examples

Ahmad, Aijaz. “Reading Arundhati Roy Politically” in Alex Tickell (ed.), Arundhati Roy’s *The God of Small Things*. London and New York: Routledge. 2007, Print

Mishra, Binod. Multiple Waves. New Delhi: Adhyayan Publishers and Distributors. 2017

Roy, Arundhati. *The Ministry of Utmost Happiness.* New Delhi: Penguin Random House India. 2017, Print

Sharma Sangeeta and Binod Mishra. *Communication Skills for Engineers and Scientists.* New Delhi: Prentice Hall. 2009, sixth rpt. 2016.

When I say work I only mean writing. Everything else is just odd jobs."
—Margaret Laurence

Thank You