

**PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**Department of Business Studies**

Semester: 3 <sup>rd</sup>				
Course Title: REPORT WRITING				
Course Code: B23 – SEC - 311				
Unit No.	Lecture No.	Topics to be covered	Target Outcome	Course Outcome
Unit 1: Introduction to Technical Writing	1	Overview of Technical Writing	Understand the purpose and scope of technical writing.	CO 1
	2	Understanding Technical Reports	Identify key features of technical reports.	CO 1
	3	Planning and Structure of Reports	Develop an outline for a technical report.	CO 1
	4	Word Choice in Technical Writing	Choose appropriate terminology for technical contexts.	CO 1
	5	Tone in Technical Writing	Adapt tone for different audiences and purposes.	CO 1
	6	Drafting Techniques	Create a coherent first draft based on an outline.	CO 1
	7	Coherence of Main Ideas	Organize ideas logically to enhance clarity.	CO 1
	8	Types of Reports: Formal and Informal	Differentiate between formal and informal reports.	CO 1
	9	Characteristics of Formal Reports	Identify features that define formal reports.	CO 1
	10	Characteristics of Informal Reports	Understand the nature and use of informal reports.	CO 1
Unit 2: Writing and Revising the Draft	11	The Writing Process	Outline the steps involved in the writing process.	CO 2
	12	Revising Techniques	Apply revision techniques to improve draft quality.	CO 2
	13	The Editing Process	Conduct thorough edits for grammar and clarity.	CO 2
	14	Writing Styles in Technical Reports	Analyze different writing styles and their appropriate use.	CO 2
	15	Techniques for Effective Writing	Implement techniques to enhance writing effectiveness.	CO 2
	16	Peer Review Process	Participate in peer review to provide constructive feedback.	CO 2
	17	Common Pitfalls in	Identify and avoid common mistakes in	CO 2

		Report Writing	report writing.	
	18	Incorporating Feedback	Use feedback to refine drafts effectively.	CO 2
	19	Finalizing the Report	Prepare a polished version of the report for submission.	CO 2
	20	Case Study Analysis	Analyze a case study to illustrate effective report writing.	CO 2
Unit 3: Formatting the Reports	21	Importance of Formatting	Recognize the significance of proper formatting in reports.	CO 3
	22	Creating a Title Page	Design a title page that includes essential information.	CO 3
	23	Headers and Footers	Use headers and footers to enhance navigation in reports.	CO 3
	24	Using Tables for Data Presentation	Create and format tables to present data effectively.	CO 3
	25	Incorporating Graphics	Integrate graphics to support and clarify textual content.	CO 3
	26	Visual Aids in Reports	Evaluate the effectiveness of visual aids in communication.	CO 3
	27	Presentation Skills	Develop presentation skills to deliver reports effectively.	CO 3
	28	Designing Appendices and References	Structure appendices and references according to standards.	CO 3
	29	Formatting Software Tools	Utilize software tools for formatting reports.	CO 3
	30	Workshop on Formatting	Engage in a hands-on workshop to apply formatting techniques.	CO 3
Unit 4: Importance of Effective Language in Report Writing	31	Effective Language in Reports	Analyze the role of language in effective report writing.	CO 4
	32	Presenting One's Organization	Develop strategies to effectively present organizational information.	CO 4
	33	Writing the Executive Summary	Craft an executive summary that captures key report findings.	CO 4
	34	Tailoring Reports for Different Audiences	Adapt reports to suit various stakeholders' needs.	CO 4
	35	Ethical Considerations in Report Writing	Understand the ethical responsibilities in report writing.	CO 4
	36	Importance of Clarity and Conciseness	Enhance clarity and conciseness in technical communication.	CO 4
	37	Reviewing Case Studies in Effective	Critically evaluate case studies to identify effective reporting practices.	CO 4

		Reporting		
	38	Preparing for Oral Presentations	Prepare an oral presentation of a report with confidence.	CO 4
	39	Conducting Mock Presentations	Engage in mock presentations to practice communication skills.	CO 4
	40	Course Review and Reflection	Reflect on learning outcomes and applications of report writing skills.	CO 4