

HUM- 302B REPORT WRITING SKILLS

L	T	P	Credits	Sessional Marks: 25	
1	-	-	01	Theory Marks: 50	
				Duration of Exams: 3 Hours	

OBJECTIVES:

The course aims at developing competence for report writing with a focus on its complex writing techniques and procedures.

OUTCOME:

1. Able to know various formats of technical and business reports.
2. Able to know structural elements of various formats of reports
3. Able to use the right illustrations at the right place in reports.
4. Able to know the preliminary steps of writing the report.

LECTUREWISE PROGRAMME : (from 08.01.18 to 27.04.18)

The whole of the course will be covered in 12 weeks. The division of the course contents to be taught will remain as follows:

- Week 1- Reports: meaning
- Week 2- Importance of reports
- Week 3- Types of reports
- Week 4- Structure of reports
- Week 5- Formats of reports
- Week 6- Use of illustrations
- Week 7- Preliminary steps for writing reports
- Week 8- Procedure of writing report
- Week 9- Writing various types of reports
- Week 10- Business reports
- Week 11- Technical reports
- Week 12- Tutorial Test
- Week 13-
- Week 14-

Note: - The above plan excludes two weeks meant for conducting minor Tests/Quiz tests/Class tests etc.

Home Assignments :4 –5 assignments are given during the semester.

Evaluation Procedure

1.	Surprise Quiz/ Tutorial Test	5 Marks
2.	Assignment / Project / Performance in the Class	5 Marks
3.	Minor Tests (Two tests having equal weightage) Minor Test I : 14-16 Feb, 2018 Minor Test II : 4 -6 April, 2018	15 Marks
4.	Major test (University Examination)	75 Marks

Award of Grades Based on Absolute Marks: The University is following the system of grading based on absolute marks (after applying moderation if any). Following grading will be done based on the % of marks obtained in all the components of evaluation part of the subject. A+ (90% - 100 %), A (80% - 89%), B+ (70% - 79%), B(62% - 69%), C+ (55% - 61%), C (46% - 54%), D (40% - 45), F (Less than 40 %) For F grade, a candidate shall be required to appear in the major test of concerned course only in the subsequent examination(s) to obtain the requisite marks/grade.

Attendance Record – Candidate should attend at least 75% attendance of the total classes held of the subject
Chamber consultation hour: Any vacant period.

