

BITS PILANI, DUBAI CAMPUS

Dubai International Academic City, U.A.E.

I Semester 2013-2014

COMPREHENSIVE EXAMINATION

Course No: BITS F112

Course Title: TECHNICAL REPORT WRITING

Date: 29.12.2013

Time: 2 Hours

Maximum Marks: 70

Weightage: 35%

Answer parts A, B and C in separate answer books provided.

1. The company Paper Products, Inc., a software company, could not receive ISO certification due to low employee skill. The employees' qualifications were not matching the Certification requirements. The employees seem reluctant to take up full time courses and upgrade their qualifications. The CEO thinks that e-learning might be a good employee benefit and a convenient way for employees to learn new skills that they can use on the job.

As the Head of Corporate Training Division of the company, you have been asked to conduct a survey among the employees to identify the level of interest for such a program and to recommend ways to implement it. The survey was conducted for the ranks of Junior Executive, Managers and Senior Managers of your company. You also interviewed a few of the respondents for more detailed answers.

The results of the survey depicting the reasons of interest for taking up e-learning courses are tabulated below:

	Junior Executives	Managers	Senior Managers
Time	30%	25%	20%
Credits or Certification	40%	50%	10%
Customized courses	30%	25%	70%

Write an **Analytical Report** using the above data. Write only the following parts of the report:

PART A:- Introduction (16 marks)

PART B:- Discussion (33 marks)

PART C

Recruiting, screening and hiring new employees can be a daunting task. The CEO of Electrovision., is not very satisfied with the high staff turnover and the increasing number of temporary staff being appointed as this is effecting the overall productivity of the company.

As Jeff Andrew you have been asked to analyze the existing hiring process by collecting data from previous records and interviews with all Heads of Departments. You have also been asked to suggest ways to improve the hiring process.

Write a **Letter Report** analyzing your data (21 marks)

BITS, PILANI – DUBAI
Dubai International Academic City
SEMESTER I 201-2014
TEST II (OPEN BOOK)

Course No: BITS F112

Course Title: Technical Report Writing

Date: 31.10.13 Time: 50 minutes

Maximum Marks: 40

Weightage :20%

1. **The Ministry of Health** , Government of Dubai proposed to conduct a survey to study the occupational hazards that Information Technology and Computer Science professionals face.

The objective is to find out the various kinds of **health problems** that professionals face due to their present occupation. The health issues considered for this are weak eyesight, body pain, neck pain, stiffness, arthritis etc due to their prolonged work on the computer.

You as a **Chief Research Officer** on behalf of the Health Ministry have to prepare a **mail Questionnaire** to be sent to IT and Computer Science Professionals working in various Multinational Companies for eliciting the required information.

- 1.) Questionnaire (27 Marks)
- 2.) Cover Letter (13 Marks)

BITS, PILANI-DUBAI
Dubai International Academic City, U.A.E.
I Semester 2013-2014

TEST 1

Course No:TA C312

Course Title: Technical Report Writing

Date:26.09.2013 Time:50minutes Maximum Marks:40 Weightage:20%

Note: Answer each section in a fresh page.

1. Describe the entire process of communication, elaborating on all the five elements, with the help of a diagram. (13 marks)
2. Rewrite the following sentences to make them more effective: (14 marks)
 - a) Melba has designed a very unique kind of shirt that is made out of a polyester type of material that never creases into wrinkles when it rains and the shirt gets wet.
 - b) This morning at 6:30 a.m., I woke up out of sleep to hear my alarm go off, but the alarm was turned off by me, and I returned back to a sleeping state.
 - c) At that point in time when Beth was a teenager the basic fundamentals of how to dance were first learned by her.
 - d) Some sort of identification that would show how old we were was requested of us by the man that collects tickets from people at the movie theater.
 - e) Bothered by allergies, a condition that made them sneeze, some of the preschool children had sinus troubles that caused them to miss several days in nursery school this spring.
 - f) Basically, in light of the fact that Congressman Fuenches was totally exhausted by his last campaign, there was an expectation on the part of the voters that he would not reduplicate his effort to achieve office in government again.
 - g) One time when I went to the park, my friend, whose name is Jake, went with me and we had fun due to the fact that it was a nice day out.
3. What characteristics and qualities should one's language possess to make it appropriate for report writing?
Answer in points. (5 marks)
4. What are the types of sentences classified on the basis of function?
Name any four with one example each. (8 marks)

BITS PILANI, DUBAI CAMPUS

Dubai International Academic City, U.A.E.

Year I-Semester II 2013-2014

QUIZ

VERSION A

Course No:BITS F112

Course Title: Technical Report Writing

Date: 10.10.2013

Time: 20 minutes

Maximum Marks: 20

Weightage: 10%

Name: _____

ID No: _____

Section : _____

Name of the Instructor: _____

Fill in the blanks with appropriate words or phrases:

1. Name any two important traits required for personal observation _____

2. An _____ is the result of careful preparation and execution of the plan.
3. In a report clear instructions are given in the form of _____.
4. Name any two items enclosed in the cover letter of the mail survey: _____

5. A report helps an executive perform his functions of _____ and _____
_____ men and material resources.
6. A report should always be written with the _____ in mind.
7. The most suitable method for obtaining qualitative data is _____
8. The difference in the audiences _____, _____ and
background, should determine the presentation and style of the report.
9. Unless tape-recorded, an oral report is _____ in nature.

10. A report is successful only if it produces in the reader the _____
11. 'Do you order food from Pizza Hut?' is an example of _____ question.
12. Selection of individuals for data collection is called _____
13. You must take data from _____ respondents of total population to ensure reliability of data.
14. _____ report which contains principally of recommendations is called a recommendatory report.
15. _____ reports are written as part of quality control.
16. The _____ of data depends on the type of respondents selected for the survey.
17. Laboratory reports are written to _____ your research findings.
18. One way to test the effectiveness of the report is to place oneself in the _____ position.
19. Most often, a report is an engineer's only _____ product.