

English for Communication (BT-103) Unit–IV Notes

Developing Writing Skills

UNIT–IV TOPICS

- Planning, Drafting and Editing
- Precise Writing
- Précis Writing
- Technical Definition
- Technical Description
- Report Writing
- Structure of Formal Report
- Trouble Report
- Laboratory Report
- Progress Report

1. DEVELOPING WRITING SKILLS

Writing skills are important for communication in academic and professional life. Good writing improves clarity and understanding.

Importance of Writing Skills:

- Improves communication
- Helps in report writing
- Useful for technical students
- Improves professional documentation

2. PLANNING

Planning means organizing ideas before writing.

Steps in Planning:

1. Understand topic
2. Collect information
3. Arrange ideas properly
4. Decide format and structure

Advantages:

- Saves time
- Improves clarity
- Makes writing effective

3. DRAFTING

Drafting means preparing first version of writing.

Features of Drafting:

- Main ideas included
- Simple language used
- Structure prepared properly

4. EDITING

Editing means correcting mistakes and improving writing quality.

Editing Includes:

- Grammar correction
- Sentence improvement
- Removing unnecessary words

- Improving clarity

5. PRECISE WRITING

Precise writing means expressing ideas clearly using minimum words.

Features:

- Short and clear sentences
- No unnecessary words
- Accurate meaning

Example:

Wordy: Due to the fact that he was ill, he could not come.

Precise: He could not come because he was ill.

6. PRÉCIS WRITING

Précis writing means writing summary of passage in fewer words while keeping main idea unchanged.

Rules of Précis Writing:

- Read passage carefully
- Understand main idea
- Use simple language
- Avoid unnecessary details
- Write in own words

Advantages:

- Improves comprehension
- Improves writing skill
- Saves time

7. TECHNICAL DEFINITION

Technical definition explains meaning of technical terms clearly and accurately.

Example:

Computer: A computer is an electronic device used for processing data and performing calculations.

Features:

- Clear meaning
- Technical accuracy
- Simple explanation

8. TECHNICAL DESCRIPTION

Technical description explains structure, working and features of technical objects or systems.

Example:

Description of Transformer, Motor or Computer System.

Features:

- Proper sequence
- Technical details included
- Clear explanation

9. REPORT WRITING

Report writing means presenting information in organized written form.

Importance of Report Writing:

- Used in industries
- Helps in technical communication

- Maintains official records

10. FEATURES OF GOOD REPORT

- Clear language
- Proper structure
- Accurate information
- Logical arrangement
- Simple presentation

11. STRUCTURE OF FORMAL REPORT

1. Title Page
2. Introduction
3. Objective
4. Methodology
5. Findings
6. Conclusion
7. Recommendations

12. TROUBLE REPORT

Trouble report explains problems and their solutions.

Contents:

- Nature of problem
- Cause of problem
- Solution provided

13. LABORATORY REPORT

Laboratory report describes experiment details and observations.

Structure:

- Aim
- Apparatus
- Procedure
- Observation
- Result

14. PROGRESS REPORT

Progress report shows work completed and future plans.

Contents:

- Work completed
- Current progress
- Future tasks

MOST IMPORTANT 14 MARK QUESTIONS

1. Explain planning, drafting and editing in writing process.
2. Explain precise writing with examples.
3. Explain précis writing and its rules.
4. Explain technical definition and technical description.
5. Explain report writing and features of good report.
6. Explain structure of formal report.

7. Explain laboratory report and progress report.

8. Explain trouble report with suitable example.

IMPORTANT 7 MARK QUESTIONS

1. Define précis writing.

2. Explain technical definition.

3. Explain technical description.

4. Explain editing process.

5. Explain report writing.

EXAM TIPS

- Learn report formats carefully.
- Practice précis writing regularly.
- Use simple and clear language.
- Write answers in proper points.
- Practice technical definitions and descriptions.