SHIVAJI UNIVERSITY, KOLHAPUR

B.A., B. Com. and B. Sc. and other under Graduate Degree Programme (For Sem II)

Choice Based Credit System

Skill Development Course

(Non-Credit Course)

Self Instructional Material (SIM)

RESUME, REPORT AND PROPOSAL WRITING SKILLS

(To be implemented from Part - I Second Term of 2018-19)

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1.0 : Objectives of the Course

- To acquaint students with the concepts of Résumé, Report and Proposal writing.
- To familiarize the students with the types and elements of Résumé, Report and Proposal writing.
- To orient the student with the formats of Resume, Report and Proposal writing.

1.1: Course Outcomes

After completion of the course will able to:

- Explain the concept of Résumé, Report and Proposal writing.
- Describe the types and elements of Résumé, Report and Proposal writing.
- Draft suitable and effective Résumé, Report and Proposal writing.

Unit I. Résumé Writing

Objectives

- To understand the difference between Résumé, CV and Biodata.
- To acquaint the students with the format of a Résumé

Outcomes

After completion of the unit you will able to:

- Know how to present your credentials precisely and effectively in your résumé.

Introduction:

In today's competitive world job-hunting has become a truly adventurous task. To get a desired job, you have to participate in the rat race of qualified, highly-qualified and experienced or fresh candidates. To succeed in this race, writing a résumé and presenting your candidature is a crucial challenge.

1.2.1.1 Concept of Résumé Writing:

What is résumé and why do we need one when we are looking for a job opportunity? Most professional positions require applicants to submit a résumé and cover letter as a part of the application process. Résumé is the first document a hiring manager or a manager, Human Resource Department goes through when appointing candidates to the positions advertised.

All through a few years the concept of résumé has been evolved from mere a letter to a professional document. In the present digital age, résumé has become more professional in presentation and content.A résumé is one or two pages formal document that comprises information of an applicant's education, work experience, credentials, skills and accomplishments. It is designed to provide a precise summary of an applicant's qualifications for a particular job and not detail information of his academic and other activities.

It is a fact that within no time after posting an advertisement, hundreds of applications are received. Statistics show that recruiters spend merely 15-20 seconds on a résumé. Hence it is essential that an applicant's résumé grasps their attention in that span. Job recruiters scrutinise and select an applicant whose résumé stands out in the competition and shows that he/shecan fulfill the requirements of a job/position effectively. A good résumé gives the potential employer enough quality information to believe that the applicant is worth interviewing.Hence it is the 'first impression' that needs skill, time, and efforts from the

aspiring candidates to keep it updated, specific, impressive, well crafted and suitable for a particular position.

> **Points to Remember:**
> A résumé...
> - is a one or two pages formal document
> - comprises information of an applicant's education, work experience, credentials, skills and accomplishments.
> - a precise summary of an applicant's qualifications for a particular job.
> - must stand out in the competition.
> - needs skill, time, and efforts to keep it updated, specific, impressive, well crafted and suitable for a particular position.

I: Check Your Progress

Choose the correct alternative and rewrite the sentence.

1. In the digital age, résumé has become more ----- in presentation.

a) complex b) conventional c) non-professional d) professional

2. Résumé is designed to provide ----- of an applicant.

a) personal information b) detailed biography c) professional history d) precise summary of an applicant's skills and achievements.

3. According to statistics, recruiters spend merely ----- on a résumé.

a) 15-20 seconds b) 1 minute c) 1-2 seconds d) 1 hour

4. Recruiters select an applicant whose résumé -----

a) is similar to the resume of other candidates.

b) stands out in the competition.

c) shows sincerity of the applicant.

d) is written in detail.

5. A candidate must keep his résumé -----.

a) clean b) updated c) safe d) static

1.2.1.2: Resume, Curriculum vitae, Bio-data: Difference

Though Résumé, CV and Biodata are considered tobe same, they are different in length, purpose and layout. There are differences in various aspects that make them three different things in feature and definitions.

1.The term résumé (/ˈrezjuˌmeɪ/) is a French word meaning "summary". A CV (Curriculum Vitae) /kərˈɪkjələ mviːtaɪ/ is a Latin phrase which literary means "a Course

of Life". Biodata /ba   de t / is an English word meaning "about life and events." It is a short form for Biographical Data as well as an archaic version of a résumé and CV.

2. A résumé is a one or two page concise document. A CV is an in-depth three to four or more pages long document. It always accompanied by a cover letter which covers the gist of the CV. Whereas, Biodatacan range from about one or three pages depending on the quantity of information required by the company.

3. Résumé provides a precise summary of educational background, relevant skills, job experience and contact details. It gives a targeted list of skills and achievements since it is understood that a prospective employer has little time to go through it.

CV is a professional biography. It provides candidate's in detail information; namely academic background, work experience, accomplishments like research experience, publications, awards, honours, scholarships, grants skills, certifications, volunteering experience, international exposure, professional affiliations, association membership, etc.

Biodata is document of personal information and focuses on personal particulars like date of birth, age, sex, caste, religion, nationality, residence, marital status, education, work experience, other activities, etc. Though it provides ample information about one's skills, specialization and talent, it does not emphasis them like that of a résumé.

To sum up, résumé focuses on skills and talents that an applicant has for a specific position. A CV highlights the general talent of the applicant rather that specific skills for a specific position; while Biodata focuses on personal details of an individual.

4. A résumé need not to be written chronologically as it does not cover an applicant's whole career. It is generally written in reverse chronological order and emphasizes the skills required for a particular job.

A CV is organised chronologically and gives an overview of an individual's whole career history.

A Biodata is written in chronological order. Many a times a company has its own format of Biodata. Generally its format is simple.

5. Résumé is changeable. An applicant can freshly tailor his/her résumé according to the requirements of a specific post in order to fit its needs and requirements. It is in the applicant's interest to change it from one job to another. For example, if an applicant thinks that his/her past career experience won't make any difference to an HR, she can erase it from her résumé.

CV is a standard document and does not change for different positions. Only a cover letter changes according to different positions. Biodata too is a standard document and does not change.

That is, format of a résumé changes according to the demand of the job. However, the format of a CV and Biodata does not get affected by the job an individual is applying for.

6. Résumé is ideally suited when experienced or inexperienced people apply for specific positions where certain specific skills are more important than other accomplishments.

A CV is a preferred option for fresh graduates or people looking for a career change. It can be used by people applying for academic, research, government, medical, scientific positions. Overseas jobs ask for a CV instead of résumé.

Today Biodata is restricted in use to only certain places. It is suitable to the jobs which need to know an individual's personal information. Due to its nature, it is restricted to government works and government institutions.

7. Usage around the World: The application document is called by different names in different countries. In US and Canada résumé is the preferred name for the document. However Americans and Canadians use the term CV when applying for a job abroad. In United Kingdom, Ireland and New Zealand, a CV is used in all contexts. Whereas a CV prevails in mainland Europe. In Germany, CV is commonly known as Lebenslauf (/li:b nsl uf/). In India, Australia and South Africa, the term résumé and CV are used interchangeably.

Biodata is generally used in India and in some Asian countries to apply for government jobs or for research grants where one has to submit descriptive document. It is not common in international market. Many countries do not prefer Biodata as a document essential to select their employees because first, it does not emphasis skills of an individual required for a particular job; secondly, laws in many countries do not allow disclosing personal details of an individual in the job application under right to privacy act.

Though the format and content of all the three documents are different;Résumé, CV and Biodata are written in third person and hence are formal and objective in tone. Moreover all the three documents are considered to be reliable.

Points to Remember:
Résumé is...
- Résumé is a French word meaning "summary".
- Résumé is a one or two page concise document that provides a precise summary of educational background, relevant skills, job experience and contact details.
- Résumé focuses on skills and talents that an applicant has for a specific position.
- Résumé is changeable.
- Résumé, CV and Biodata are written in third person; hence are formal and objective in tone.

II: Check Your Progress:

Choose the correct alternative and rewrite the sentence

1. CV is a ----- biography.

a) professional b) academic c) non-academic d) non-professional

2. ----- focuses on personal details.

a) Resume b) CV c) Biodata   d) Both CV and Biodata

3. -----'s focus is on the targeted skills of an applicant.

a) Biodata   b) Resume c) CV d) Cover letter

4. Resume is a preferred name in ----- and -----.

a) US and Canada b) UK and US c) Ireland and New Zealand   d) Germany and India

5. Biodata is not preferred in many countries because -----

a) it is long in length.

b) it is too short.

c) the companies follow Right to Information Act.

d) Right to Privacy is strictly followed in these countries.

1.2.1.3: Elements of Résumé

In the process of getting a job, crafting a resume that highlights how well qualified you are for the position is a skill. The best résumé is the one that not only highlights your skills and experience but also indicates that you are a good worker, are qualified for the position and can bring desirable skills to the job. Résumés certainly change depending on whether a candidate is a fresh graduate or is opting for a career change or looking for a promotion. No matter what the reason is a résumé should have following elements:

1. Contact information

Though it seems to be simple, you can lose an opportunity if you do not place your contact details right. Your contact information - your name, city and state, phone number, and email address should be prominently displayed at the top of your résumé. Your email should sound professional for e.g. gunjan-samrtha@gmail.com (instead of a casual gunjan-cool1@gmail.com).You can also include your personal website or blog, if applicable, to give additional information of your other activities. You can attach photograph on your résumé only if the employer demands for it.

Do not give any personal information beyond this. Also, do not date your résumé because the employer need not know when you have written your résumé. The dates you have mentioned in experience and education are enough.

2. Summary

Career summary is a gist of your work profile. Hence to make it noticeable, you should highlight the most important things in your career such as your skills and achievements. However, instead of labelling it as 'Summary', use a headline that sums up your credentials.

For e.g. : Social worker providing service in the old-age homes.

Devoted social worker with a proven ability to support clients with personal care activities. Have provided companionship and support during daily activities. Have taken key initiative in advocating needs and rights of the inmates. Recognized as an expert in counselling and managing health issues.

3. Skills

This section should be short and in bulleted columns. However the focus should be on the job that you are applying for. It makes the employers easy to skim through the expertise they are looking for. Sometimes the company uses Application Tracking System (ATS) to screen the job applications. In that case, you should use keywords suitable to the requirements mentioned in the advertisement. For example, in technical jobs, like IT positions, the candidate has to mention the hard skills that are required for the job. Along with hard skills, the company rather focuses more on the soft skills like problem solving, leadership, communication, etc. in the candidate. Instead of directly mentioning them, these skills should be reflected in the responsibilities taken in the previous job/s.

4. Professional experience

Include relevant professional experience. However, instead of giving a list of job duties at past positions, focus on the achievements earned, notable results and contributions while doing a job. For e.g. Mention position title, name of the company or organization, its address, duration and job duties along with achievements. Your achievements in the past position will suggest that the same will be tried in the present position. If you have job experience of 30 or more years, keep your employment history to the past 10-15 years. However, if you are a recent graduate and no previous job experience, focus on your college and community activities. For e.g. list any internship, volunteer work, projects you had undertaken which are relevant to the job. They too are important.

5. Education

This section should be at the bottom of your résumé. The candidate should list the institutions of higher education attended, degrees received, and the major subject. Awards

won and publications give advantage to the résumé. Recent College graduates should put education section before professional experience.

Other considerations:

i) Simplicity and Precision:

A Résumé should be easy to read and precise. Make every word that you use count. Use clear font type and size, neat layout and consistent spacing. It should reflect you as a thorough professional.

ii) Employment Gap:

If there is a large gap in your employment career, explain what you were doing or what you learned during that time.

iii) References:

References is a list of names (2 or 3) of professional colleagues or acquaintances who can speak of your character and/ or skills. In fact, references have limited value on the résumé. Hence unless asked, don't include them. However, if the employer clearly asks for references, it is appropriate to include their names, organizations and contact numbers on the résumé.

iv) Cover letter:

Your cover letter is a summary of your résumé. It should match with the job description. Naturally your cover letter changes for each job you apply for.

v) Limit the use of personal pronoun such as "I". Instead begin sentences with action words.

vi)Make sure your résumé is error free.

vii) Use quality paper.

Points to Remember:

- Place your contact details right.
- Highlight the most important things in your career such as your skills (Hard & Soft) and achievements
- Include relevant professional experience
- Awards won and publications give advantage to the résumé.
- Keep your Résumé easy to read and precise.

III: Check Your Progress:

Choose the correct alternative and rewrite the sentence

1. You can attach photograph on Résumé only if ……

a) employer demands for it.

b) you feel like attaching it.

c) your photograph is good.

d) employer is good.

2. Some companies use ….. to screen job opportunities.

a) Application Screening System

b) Resume Scrutinising System

c) Document Examination Software

d) Application Tracking System

3. ….. is a soft skill.

a) Computer Programming   b) Typing Speed

c) Software Repairing   d) Problem Solving

4. ….. should be at the bottom of résumé.

a) Skills b) Education c) Summary d) Experience

5. References is names of ……

a) family members.   b) the employers

c) colleagues and acquaintances   d) favourite persons

1.2.1.4:Types and formats of Résumé

General Format

<div style="border:1px solid black">

Your Name

Street Address, City, State Pincode

Phone Number , email address

- Summary / Objective
- Skills
- Professional Experience
- Education

</div>

Note: The Format of Resume may vary. A person can make variations as per his/her needs.

There are three common résumé types and formats:

1. Chronological Résumé

2. Functional / Skill-based Résumé

3. Combination Résumé

Following table shows the features of the types:

Sr. No.		Chronological Résumé	Functional Résumé	Combination Résumé
1	Layout	Professional	Creative / Non -Conventional	Midpoint between professional and creative
2	Emphasis	• Focuses your current or most recent job which is listed first and then it continues in reverse order to give your work history.	• Focuses on skills relevant to the job and achievements. • Includes only job titles & employers. • Omits specific dates, names and places.	• It is a blending of both Chronological & Functional résumé. • Uses both work history and skills to capture employer's attention
3	Benefits	• Clarity in information that the employer wants to know about job positions & activities • Easy to write • Shows steady work record. • Job titles, responsibilities and dates of work history can be clearly stated.	• Employer clearly locates key skills required for the new position • Allows you to avoid gaps in work history. • Allows you to highlight specific strengths & skills	• Shows best features of both formats : work history, skills and achievements • Allows to state strong work record with upward mobility

Points to Remember:

- There are three types of Résumé : Chronological, Functional & Combination
- Chronological Résumé is Professional and written in a reverse order
- Functional résumé focuses on skills relevant to the job and achievements
- Combination résumé uses work history, skills and achievements.
- Functional résumé helps employer locate your key skills required for the new

Choose the correct alternative and rewrite the sentence:

1. Functional résumé is also known as .....

a) Non-skill basedb) skill basedc) performance oriented d) performance based

2. Chronological résumé gives ...... in reverse order.

a) work history b) information of skills c) personal history   d) company's information

3. Layout of ..... résumé is professional.

a) Chronological b) Functional   c) Combination d) none of these

4. ..... résumés allow you to highlight your specific strengths and skills.

a) All b) Combination c) Chronological   d) Functional

5. Combination résumé is a record of ..... mobility.

a) downward   b) zero   c) upward   d) upward and downward

1.2.1.5: Types of Résumé

Chronological Résumé

AnmolBasu
10/C, Raheja Towers, Pali Hill, Bandra (W), Mumbai 400050
)9890287654anmol.basu@gmail.com
Committed Editor in Chief strivingfor setting standards for quality and integrity in the work place. Energize reporters to aggressively pursue information to look hard for facts and thereby increase credibility of the paper.   **Experience**   **Editor in Chief**   **Times of India**   **2010 – Present**   • Manage Hiring and Human Resources   • Supervise newspaper's budget and financial operations   • Responsible for newspaper content decisions   **Managing Editor**   **The Indian Express**   **2005 – 2010**   • Assigned stories to reporting   • Worked with reporters on finding coverage angles   • Edited reporter's stories before printing   **Copy Editor**   **The Hindustan Times**   **2000 – 2005**   • Edited reporter's stories before printing

- Wrote catchy headlines for reporter's stories
- Created layout for stories to give them attractive look

Professional Associations:

- Member, Editor's Guild of India
- Member, International Newspaper Marketing Association

Education:

- Master of Arts, Mass Communication

  Indian Institute of Mass Communication, New Delhi

- Bachelor of Arts, Journalism and Mass Communication

  Xavier's Institute of Communication, Mumbai

- Six months Course in Public Relations and Writing

  Xavier's Institute of Communication, Mumbai

Functional Résumé

GunjanSamrtha

12/B, Springdale, Anubandh Society, Sinhgad Road, Pune 30

Cell: 98909123456   gunjan-samrtha@gmail.com

Associate Professor in English literature

Motivating and academically excellent Professor in English literature driven to inspire students to pursue academic and personal excellence. Strive to create an engaging learning environment wherein students are encouraged to be life-long learners.

Skills

- Accomplished researcher in New Literatures
- Inspiring Lecturer
- Innovative thinker
- Resourceful academic adviser
- Approachable

Accomplishments:

- Authored research articles and published in prestigious national and international

journals.

- Undertaken Research Projectsfunded by the UGC and other agencies.
- Resource person for various state, national and international academic and social events.

Experience:

Associate Professor in English, Shivaji University, Kolhapur   07/2010-today

- Guide students in research
- Foster students' commitment to lifelong learning

    Assistant Professor in English, Mahatma Gandhi College, Karad07/1993-2009

- Taught at graduate level programmes
- Wrote Course material viz. syllabi, Self Instruction Material
- Demonstrated commitment to curricular and extra- curricular activities through participation in various activities.

Education:

- Ph.D. : English

    Shivaji University, Kolhapur

- Master of Philosophy: English

    Shivaji University, Kolhapur

- Master of Arts: English

    Pune University, Pune

- Bachelor of Arts: English

    VenutaiChavan College, Karad

Combination Résumé:

MadhurRangrajan

A1/1103, Swarganga, Ajmera Colony, Bangalore 560 012

❱ 7798246802 │ madhur_rangrajan@gmail.com

Objective

To obtain full-time senior position as a Structural Engineer

Relevant Experience:

➢ Techniart, IncTower 15, CybercityMagarpatta , Pune   **Structural**

   Engineering Intern February 2015-Present

- Conduct structural design development for commercial projects
- Perform construction administration of shop drawings

➢ Global Graphics Pvt. Ltd.108, NyatiMillenium, M.G Road, Bengaluru

CAD Draftsman   November 2010 – 2015

- Designed restaurant and kitchen layouts
- Served as interior Outfit Project Manager

Project Experience

Aamby Valley Wastewater Treatment Plant Design Project

- Calculations and computer analyses to support the design

Other Work Experience   KTDC, Information Technology Department

Student Assistant   July 2007- March 2009

- Collaborated with Creative Team to design computer generated design
- Maintained and repaired computer equipments in the office

Skills:

- AutoCAD, Microstation, C++, IS 800, VBA,, Microsoft Excel

Education:

- B.Tech. in Civil Engineering
- Diploma in Business Administration

Relevant Course Work

- Structural Analysis
- Hydraulics
- Soil Mechanics
- Thermodynamics

Activities:

- Member, Indian Society of Civil Engineers
- Coach, Football Under 19
- Member, Tata Steel Marathon

1.2.1: Answers to Check Your Progress:

I

i)   d) professional

ii)   d) precise summary of an applicant's skills and achievements.

iii) a) 15-20 seconds

iv) b) stands out in the competition.

v)   b) updated

II.

1. a) professional

2. c) Biodata

3. b) Resume

4. a) US and Canada

5. d) Right to Privacy is strictly followed in these countries.

III

1. a) employer demands for it.

2. d) Application Tracking System

3. d) Problem Solving

4. b) Education

5. c) colleagues and acquaintances

IV.

1. b) skill based

2. a) work history

3. a) Chronological

4. d) Functional

5. c) upward

Books for Additional Reading:

Vedder, Scott. *Signs of a Great Résumé: How to Write a Resume that Speaks for Itself*. Veterans Edition. 2014. Print.

Block, Jay A. and Michael Betrus. *101 Best Resumes: Endorsed by the Professional Association of Resume Writers* . New York: Mcgraw-Hill., 1997. Print.

Unit 2

Writing Reports and Proposals

Section I : Report Writing Skill

Objectives of the Unit is to:

- acquaint students with the concepts of report writing.

- familiarize students with the elements of report.

- make them learn about the types of report.

- let students know about the dos and don'ts of report writing.

- inform students about the various formats for report writing.

Hello, friends, in the earlier section of this unit, you learned about résumé, its elements, types and formats. In the present world a person can better present himself/herself in a better way with a appropriate résumé and after securing a position in an organization he/she needs to report the necessary matters effectively. In any profession today, it can be observed, most of the time is spent in reading, writing, understanding or preparing a report. Report writing has become a common practice in a number of fields. Accordingly, it is very essential for us to get acquainted with the concept of report writing.

2.1.1 Concept of Report Writing

Reporting is an important communication skill both in spoken and written communication. The word 'report' comes from the Latin word, 'Reportare' which means 'to carry back'. To report means to give information about something seen, observed, done, or heard. Likewise a report is a statement of something seen, observed, done, or heard. Accordingly the report writing skill involves: 1. Writing an account of something for presentation to others or for publication; 2. Giving a formal statement or official account of the results of an investigation; 3. Presenting something referred for study, action, etc. with the conclusions reached or recommendations made; and 4. Preserving formal or official facts or the record of some proceedings or an investigation.

A report is a systematic and well-organised document which defines and analyses a definite issue or a problem. It presents information in an organized format for specific addressees and purposes. While summaries of reports may be delivered orally, complete reports are almost always in the form of written documents.

Furthermore, a report is a logical presentation of facts and information. It results from the researches, analysis, and investigations presented in a written form. It is the basic tool to make decisions. The information present in the report is required to evaluate progress and plan future action. A report offers feed back to an organization to guide future course of action. A report aims to make the information clear and convenient and accessible.

Generally, a report is about a practical experiment, project or research investigation. It has clearly defined sections which are presented in a standard format. A report informs the readers what is done, why and how it is done and what is found through out an investigation. That is why a report is expected to be well written, clearly structured and expressed in a way which is suitable to the specific addressees. Results and analysis of a report should be accurate, clear and objective.

I.Check Your Progress

1) A report is ……………

   a) an essay.

   b) a description.

   c) a well-organized purposeful document.

   d) a narration.

2) A report is result of ………………..

   a) decisions.

   b) planning.

   c) ideas used to carry out the project.

   d) the researches, analysis, and investigations.

3) Generally, a report is about a …………………………………..

   a) future planning.

   b) practical experiment, project or research investigation.

   c) company's achievement.

   d) person's goal.

4) An organization plans its future course of action ………………………….

   a) on the basis of the feedback offered in a report.

   b) as per the resolution passed.

   c) according to the chairman's decisions.

   d) as per its abilities.

5) A logical presentation of facts and information is called …………

    a) a letter.

    b) an idea.

    c) a document.

    d) a report.

6) The reports are used to …………………….

    a) get joy.

    b) pass time.

    c) to assess progress and plan future action.

    d) to get knowledge.

7) Reports provide …………….. to an organization to guide its future course of action.

    a) bibliography

    b) feedback

    c) authority

    d) plans

2.1.2 Elements of Report Writing

An element means a necessary or typical part of something. As reports vary as per the disciplines, their elements differ as well. Broadly speaking, a report can be either informal or formal.

2.1.2.1 Elements of Informal Report:

An informal report generally consist of the elements like: 1. Introduction, 2. Discussion, and 3. Conclusions and recommendations.

Introduction presents the general problem first, so that the readers can understand the context. Then the specific question arising from the problem that you will be dealing with is stated. Lastly, it explains the purpose of the report and its expected results. The introduction to an informal report is short. It is presented in two to three sentences.

Discussion is the longest part of such a report since this contains the major information. Here the findings are presented clearly and briefly, in an appropriate method with the help of lists, tables, charts, etc. with sufficient explanations. Generally, the

information is presented in descending order of importance, in order that the most important information will be read first.

Conclusions should remind the reader what actions require to be taken. However, recommendations are optional elements of an informal report. It is up to the policy of the organization to present the recommendations in informal reports.

2.1.2.2 Elements of Formal Report:

The purpose of a formal report is collecting and interpreting data and reporting information. The formal report is complex and long, and may even be produced in bound book volumes. A formal report normally consists of elements like: Title page, Executive summary/ Abstract, Introduction, Method / methodology, Results / findings, Discussion, Conclusions, Recommendations, Appendices, and Bibliography.

➢ Title page contains the title of the report, name of the author, name of the company or course (if it is prepared by a student) and date. It should be precise, short, and self-explanatory.

Type the Company Name here

Type the Title of the Report

Type the Author Name
Type the date of submission

➢ Executive summary/ abstract is the self-contained summary of the whole report in a logical order. It highlights the purpose, research methods, findings, conclusions, and recommendations. An executive summary should be written in the past tense and should not be longer than 1 page. Though this section is included in the first part of the report, it should be written last after the completion of the report.

- Introduction covers the main problem, its importance and goals of the research. It also includes the background and context of the report. The objectives, hypotheses, and findings of other researchers on the problem are presented in introduction.

- Method/Methodology explains the methods employed in the research. It clearly states the experimental design, sampling methods, samples, equipment and the procedure used to do the research. A method can be experimental, opinion based and observational. Experimental method is straightforward. It is very accurate. Opinion based method used questionnaires to collect the data from the samples. And observational method includes case study. It is called quasi-experimental method.

- Results/Findings presents the findings of the project or research. That is it intends to tell what is found after the completion of the research. Here the data can be presented in the form tables, graphs and diagrams.

- Discussion is the most significant part of the report. This is the longest part of the report. It contains the summary of the main results of the study and interpretation of the results in relation to the aims, hypotheses and findings of the related research. Discussion also covers consideration of the broader implications of the findings and ideas for the further research in the area.

- Conclusions presents a brief summary of findings. It summarises the main idea and focuses recommendations. It should specifically stick to the report and should refer to or include anything new.

- In recommendations future course of action is suggested. Suitable changes and solutions can also be provided here.

- Appendices include the attachments such as surveys, questionnaires, raw data, interviews which are relevant to the report.

- Bibliography/references presents the list of work by all other authors referred to by the researcher in the report. There are various styles of presenting references. They are MLA style sheet, APA style sheet, and others.

  To cite a book in print in MLA following structure is used:

  > Writer's last name, First name. *Title of the book*. City of publication. Publisher. Year the book was published.
  >
  > For instance,
  >
  > Mehrotra, Arvind. *Twelve Modern Poets*. New Delhi. Oxford University Press.2004.

Similarly to cite a book in print in APA following structure is used:

> Writer's last name, Initial letter of the first name. (Year the book was published).*Title of the book*. City of publication. Publisher.
>
> For instance,
>
> Mehrotra, A. (2004). *Twelve Modern Poets*. New Delhi: Oxford University Press.

The structure of the citation changes as per the nature of the item to be cited. The books with more than one author, the articles in journals, the chapters from the books, e-references are cited in different ways.

II. Check Your Progress:

1) …………………. of an informal report is short.

   a) Introduction

   b) Conclusions

   c) Title

   d) Discussion

2) Introduction of an informal report presents first …………………

   a) the plan

   b) the objectives.

   c) the general problem.

   d) the conclusions.

3) ………………. is the longest part of an informal report.

   a) The introduction

   b) The discussion

   c) The conclusion

   d) The interpretation

4) Name of the company is given in the …………… of the report.

   a) title page

   b) abstract

   c) findings

   d) appendices

5) Abstract of the report should be written ……………………

    a) in the beginning.

    b) after completing the report.

    c) in the middle.

    d) after the recommendations.

6) The objectives and hypotheses of the research are presented in the ……….. of the report.

    a) title page

    b) abstract

    c) findings

    d) introduction

7) …………….. method is called the quasi-experimental.

    a) Observational

    b) Experimental

    c) Opinion based

    d) Research

8) Appendices of a report include …………………..

    a) methods.

    b) the questionnaires, surveys, etc.

    c) conclusions.

    d) recommendations.

9) ………………… is a brief summary of findings of a report.

    a) Bibliography

    b) Appendices

    c) Findings

    d) Conclusions

  10) In ……………… of a report suitable changes and solutions are given.

    a) the conclusions

    b) the abstracts

    c) the recommendations

    d) the findings

2.1.3 Types of Reports

There are several types of report. Reports are used in different professions and fields, and there are various types of reports varying according to the purpose. Hence, now we are going to look at different types of report writing. The reports can be classified on various bases such as formality, frequency, function, nature of the subject.

2.1.3.1 Types of Reports on the Basis of Formality:

On the basis of formality a report can be either informal or formal.

a. Informal Report:

This report is normally in the form of a person to person communication. A memo, letter or a very short document like a monthly financial report, research and development report are informal reports. Such reports convey the necessary information informally. Sales reports, lab reports, progress reports, and service reports are some examples of this kind reports. It necessarily does not follow any format. It is written according to organization style and has limited readers in the organization. Informal reports are more conversational in tone.

b. Formal Report:

A formal report has a prescribed form. It is the collection and interpretation of data. Mostly it is a written account of a major project. A formal report is complex and is used at official level. It is informational, analytical and is used to make recommendations. The formal reports include information about new technologies, the advisability of launching a new project line, results of a study or experiment, an annual report or a year old review of developments in the field. It can be statutory.

2.1.3.2 Types of Reports on the Basis of Frequency:

On the basis of frequency of submission there can be:

a. Periodic/ Routine Reports:

These reports are submitted at a regular intervals in the normal course of business. They can be presented annual, six monthly, monthly, fortnightly, weekly, or even daily. In fact, these reports are just statements of facts and do not make any recommendations or express any opinion. Progress reports, monthly sales report, daily reports and others are routine reports.

b. Special Reports:

As the name indicates, the special reports are related and generated for a special situation. They are about non-recurrent issues. Special reports are generated by an individual or a committee that is appointed to investigate the situation and present its findings. They suggest the management to take decisions. First Investigation Report (FIR), Project report, Feasibility study report are some of the examples of special reports.

2.1.3.3 Types of Reports on the Basis of Function:

The reports have purpose. They can be classified as below on the basis of the function:

a. Informative Report:

The reports that present the facts and information about an issue or situation are informative reports. For instance, a report presenting sales figures for a month is an informative report.

b. Interpretive Report:

In such reports the facts are analysed and conclusions and recommendations are suggested to solve the problem. It is also called the analytical report. e.g. the report on the causes on the decrease of sales during a particular period.

2.1.3.4 Types of Reports as per Nature of their Subject:

Reports are generated as per the subject they deal with. The nature their subject determine the structure and content of reports. As per the nature of their subject, there can be:

a. Fact finding reports

b. Performance report

c. Problem determining report

d. Technical report.

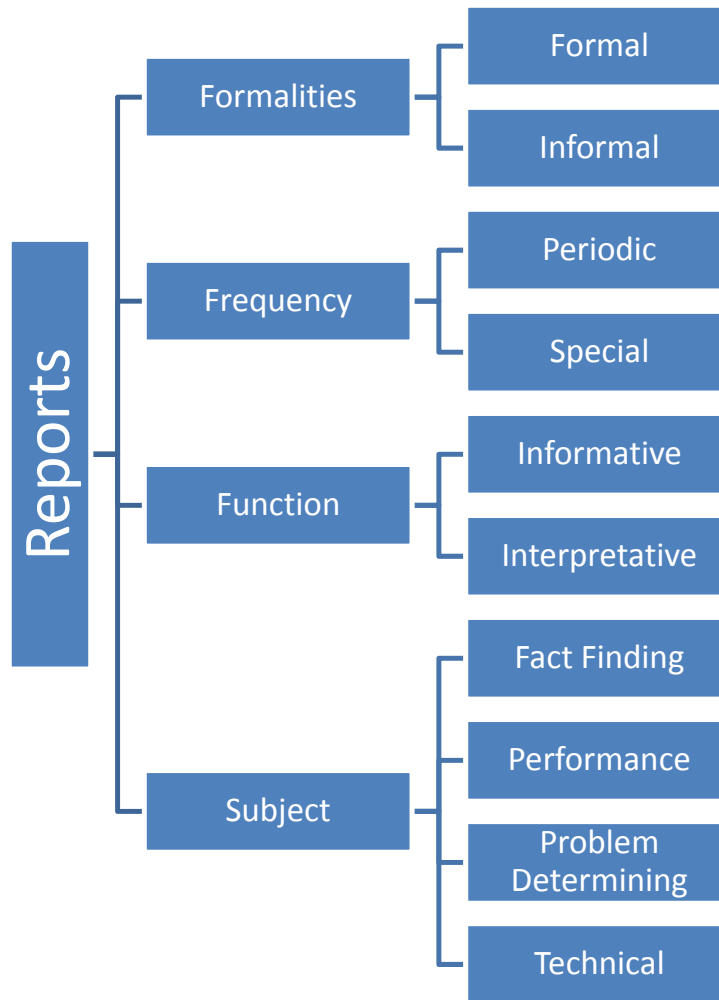The following diagram presents the types and sub-types of report:

Figure No.1: Types of Report

III. Check Your Progress:

1) ……………….. is an informal report.

   a) A survey report

   b) An annual report

   c) A project report

   d) A sales report

   2) The informal report is more ………………. in tone.

     a) scientific

     b) formal

     c) conversational

     d) impersonal

3) Lab reports and service reports are ………………… reports.

    a) formal

    b) informal

    c) long

    d) informal and routine

4) ………………………….. is long and complex.

    a) An informal report

    b) A formal report

    c) A service report

    d) A lab report

5) ……………………. report can be statutory.

    a) A formal

    b) A progress

    c) A sales

    d) An informal

2.1.4 Dos and Don'ts of Report Writing

A report is the formal written document of a practical experiment, project or researchinvestigation. It has clearly defined sections presented in a standard format, which are used to tell the reader what is done, why and how it is done and what is found. The purpose of report writing is to communicate the work we have done to the readers. Subsequently, there are some dos and don'ts in report writing that ease the communication.

2.1.4.1 Do's:

- Structure the report appropriately.
- Arrange the report in different sections and sub-sections.
- Organize the report in paragraphs.
- Label the graphical elements clearly and appropriately.
- Maintain objectivity in presenting the facts.
- Put the graphical elements on the similar page where they are referred.
- Use appropriate vocabulary with correct spelling.
- Be grammatically correct.

2.1.4.2 Don'ts:

- Don't use too long and too complex sentences.
- Don't be subjective in presenting the facts and findings.
- Don't repeat the same word at short intervals.
- Don't overload graphs.
- Don't allow spelling and grammar mistakes.

IV. Check Your Progress

1) A report is intended to communicate ………………………….. to the readers.

 a) our ideas

  b) the work we have done

  c) the thoughts

  d) our emotions and feelings

2) While writing a report, it is necessary to maintain ……………………..

   a) objectivity.

   b) subjectivity.

   c) good things.

   d) nature of subject.

3) A report should not have ………………………………..

   a) graphs.

   b) diagrams.

   c) charts.

   d) spelling and grammar mistakes.

2.1.5 Formats for Report Writing

Report structures can vary between disciplines and audiences but the structure needs to support the key message. The format for writing reports may vary as per need of type of the report and the discipline in which the report is being written. Broadly speaking, the informal and formal report follow the following rough formats:

2.1.5.1 Format for Informal Report Writing:

- Introduction
- Discussion
- Recommendations and reference

2.1.5.2 Format for Formal Report Writing:

- Title
- Abstract/Executive Summary
- Introduction
- Method/Methodology
- Findings/Results
- Discussion
- Conclusions
- Recommendations
- Appendices
- Bibliography/References

POINTS TO REMBER

- **A report is a well-organized purposeful document. It is the result of the researches, analysis and investigations. Organizations use reports to assess progress and plan future action.**
- **The elements of an informal report are introduction, discussion and conclusions. The elements of a formal report are Title page, Executive summary/ Abstract, Introduction, Method / methodology, Results / findings, Discussion, Conclusions, Recommendations, Appendices, and Bibliography.**
The types of report are formal/informal, periodic/special, informative/interpretative, Fact finding/Performance / Problem determining/ Technical.
- **A report must have objectivity and correct spelling and grammar.**

ANSWERS TO CHECK YOUR PROGRESS

CHECK YOUR PROGRESSI

1.c) a well-organized purposeful document

2. d)the researches, analysis, and investigations

3. b) practical experiment, project or research investigations

4. a) on the basis of feedback offered in a report

5. d) a report

6. c) to assess progress and plan future action

7. b) feedback

CHECK YOUR PROGRESSII

1. a) Introduction

2. c) the general problem

3. b) The discussion

4. a) title page

5. b) after completing the report

6. d) introduction

7. a) observational

8. b) the questionnaires, surveys, etc.

9. d) conclusions

10) c) the recommendations

CHECK YOUR PROGRESSIII

1. d) A sales report

2. c) conversational

3. d) informal and routine

4. b) A formal report

5. a) A formal

CHECK YOUR PROGRESSIV

1. b) the work we have done

2. a) objectivity

3. d) spelling and grammar mistakes

References

Kulkarni, R. A. (2001). *A Handbook of Communication Skills in English*. Kolhapur: PhadakePrakashan.

Chand, S. (1973). Modern Commercial Correspondence. New Delhi: S. Chand & Company Ltd.

http://www.montefiore.ulg.ac.be/~mfonder.INF00064/report_writing_in

https://www.google.co.in./search?q=format+for+report+writing&tbm=isch&tbo=

https://www.fundsforngos.org/how-to-write-a-report/introduction-to-report-writing/https://ors.ou.edu/report/type.html

https://www.uky.edu/~eushe2/Pajares/report.html

https://www.sacredheart.edu/officesservices/sponsoredprograms/formsreportwritingformats/

Recommended websites :

how.com/Write-a-Report

http://www.howtowritethereport.com/report-writing-basics/

http://www.anu.edu.au/typesofreport

http://www.deakin.edu.au/reportwriting

http://www.libsguides.reading.ac.uk/typesofreport

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Proposal Writing

Section -II

After the completion of the Unit-2 Section-II Student will be able to,

- Explain the concept Proposal

- describe the types of proposal

- illustrate the elements of proposal

- Prepare the draft Proposal

After you successfully complete your graduation and step into the world of actual work, you might encounter many problems as a part of an organization. Many a times you might have brilliant ideas to solve those problems that need addressing. A proposal is nothing but your ideas put forth in the form of a plan for solving a certain problem. In this chapter, we will be learning what a proposal is, its characteristics, types, elements and the points to be remembered while preparing a proposal.

2.2.1 Concept of Proposal

A proposal is an essential written document that persuades the reader for a suggested plan of action for a project to be implemented. For example, a proposal may aim to attain a grant from the government to carry out a survey on communication practices on organizations. It outlines the plan of the project, giving extensive information about the intention for implementing it, the ways to manage it and the results to be delivered from it.

It has a framework that establishes ideas formally for a clear understanding of the project. Thus, a proposal facilitates the documentation of ideas that leads to its conception in appropriate words. It is, therefore, a very important document. In some cases, a concept note precedes a proposal, briefing the basic facts of the project idea.

I.Check Your Progress

1) Which of the following is *not* a proposal?
    a) It is an essential written document.
    b) It summarises the basic fact of the project.
    c) It facilitates the documentation of ideas.
    d) It outlines the plan of the project.

2) A concept note precedes a proposal when --------------
   a) a plan of action for the project has to be suggested.
   b) a framework has to be designed to establish the ideas.
   c) a grant needs to be attained to carry out a project.
   d) the basic facts of the project idea need to be briefed.

Let us now study the characteristics of proposals...

2.2.2 Characteristics of Proposals

- Proposals are persuasive documents as these try to convince the reader of the suitability of a particular course of action.
- Proposals are generally written for an external audience though in some cases they may be made for internal purposes, by one department for another or from an individual to the management.
- These may be solicited or unsolicited.
- They vary in length from a couple of pages to several pages.
- Proposals may be made by individuals or organizations for both individuals and organizations.

II. Check Your Progress

1) Which of the following is *not* a characteristic of a proposal?
   a) Proposals are persuasive documents.
   b) Proposals may be made for internal purposes.
   c) Proposals are always written by individuals.
   d) Proposals vary in length from a couple of pages to several pages.

By now, we know that a proposal is a request for support of sponsored research, training or other creative activity submitted in accordance with the sponsor's instructions. In accordance with the purpose, the following are the common types of proposals...

2.3.3 Types of Proposals

▪ **PRE-PROPOSALS, PRELIMINARY PROPOSALS OR WHITE PAPER:**

This type of proposal is requested when a sponsor wishes to minimize an applicant's effort in preparing a full proposal. They are usually in the form of a letter of intent or a brief abstract of what the principal investigator plans to do, how the principal investigator will conduct the project and why this project has merit. A pre-proposal establishes a foundation for discussion; it does not commit the principal investigator or the University to anything. However, since these proposals often do become the basis for negotiation for funding, if a budget is included in the submission, Proposal Services will route it for the appropriate University signatures. When requested by the sponsor, the pre-proposal may be used to determine how well the project fits the agency's priorities. Also, the preliminary proposal may determine selection for the next stage of the application, help in the selection of possible reviewers and possibly offer a chance for feedback to the principal investigator. After the preproposal is reviewed, the sponsor notifies the investigator if a full proposal is warranted.

▪ **SOLICITED PROPOSALS:**

Solicited proposals are invited, that is, the awarding organization calls for proposals from interested individuals/parties. The awarding organization lays down the requirements that the proposal should contain. In many cases, a standard format is provided for the parties to submit their proposals. A proposal submitted to a specific program should conform to the solicitation guidelines issued by the awarding organization. Government agencies routinely ask for proposals from potential suppliers. This category can include **Broad Agency Announcements (BAA), Requests for Proposal (RFP) and Requests for Quotation (RFQ)**. Proposals submitted in response to a BAA are usually accepted at any time during a specified time frame, which may be as long as 2 or 3 years. To respond to an RFP or RFQ, the proposed project needs to fit the requirements described in the specific work statement developed by the funding agency. A RFP or RFQ is usually specific in its requirements regarding format and technical content and may stipulate certain award terms and conditions. They usually have a "hard" deadline; if the proposal arrives late, it normally will not be considered. Also, most are one-time solicitations to fit a specific need that is not expected to recur.

▪ **UNSOLICITED PROPOSALS:**

Unsolicited proposals are also called prospecting proposals. They are more detailed and should catch the receiver's attention. They require more background information and should be persuasive so as to convince the reader of the suitability of the proposal. This type of proposal is submitted to a sponsor that generally has not issued a specific solicitation but is believed by the investigator to have an interest in the subject. The unsolicited proposal is developed around general agency guidelines, within a specific subject field, where the scope of the project is not limited by specific solicitation guidelines. Unsolicited proposal may be submitted anytime, although there may be target submission dates set to meet particular review panel meetings.

▪ **CONTINUATION OR NON-COMPETING PROPOSALS:**

This is a request for financial assistance for a second or subsequent budget period within a previously approved project period. This type of proposal confirms the original proposal and funding requirements of the multi-year project. Continued support is usually contingent on satisfactory work progress, as verified in a required report, and the availability of funds.

▪ **RENEWAL OR COMPETING PROPOSALS:**

These types of proposals are requests for continued support for an existing project that is about to terminate, and, from the sponsor's viewpoint, generally have the same status as an unsolicited proposal. Competing continuation proposals compete with other competing continuation, competing supplemental, and new proposals for funds.

▪ **SUPPLEMENTAL PROPOSALS:**

A supplemental proposal is a request for an increase in support during a current budget period for expansion of the project's scope or research protocol or to meet increased administrative costs unforeseen at the time of the new, non-competing continuation, or competing continuation application.

In addition to the above, proposals may be typically research proposals which include details of the plan of the research, need and objectives of the research and the budget of the research.

III Check Your Progress

1) A pre-proposal may be used to determine --------------------------------.

    a) the conformity to the solicitation guidelines.

    b) how well the project fits the agency's priorities.

    c) the expansion of the project's scope.

    d) the continued support for an existing project.

2) What is an RFP?

    a) A type of solicited proposal

    b) A type of supplemental proposal

    c) A type of non-competing proposal

    d) A type of renewal proposal

3) A ----------------------- establishes a foundation for the discussion of a project but does not commit the principal investigator or the University to anything.

    a) Supplemental proposal

    b) Continuation proposal

    c) White paper

    d) Unsolicited proposal

4) A ------------------ confirms the original proposal and funding requirements of the multi-year project.

    a) Solicited proposal

    b) Continuation proposal

    c) Renewal proposal

    d) Research proposal

5) ---------------------- are also called prospecting proposals.

    a) Preliminary proposals

    b) Continuation proposals

    c) Renewal proposals

    d) Unsolicited proposals

6) -------------------- generally have the same status as unsolicited proposals.

     a) Supplemental proposals

     b) Renewal proposals

     c) Preliminary proposals

     d) Unsolicited proposals

7) -------------------- usually have a strict deadline and if the proposal arrives late, it normally will not be considered.

     a) Solicited proposals

     b) Continuation proposals

     c) Renewal proposals

     d) Supplemental proposals

8) In ---------------------,the scope of the project is not limited by specific solicitation guidelines.

     a) Research proposals

     b) Continuation proposals

     c) Renewal proposals

     d) Unsolicited proposals

9) ------------------ is a request for financial assistance for a second or subsequent budget period within a previously approved project period.

     a) Supplemental proposal

     b) Solicited proposal

     c) Continuation proposal

     d) Unsolicited proposal

10) A ---------------- proposal is a requestto meet increased administrative costs unforeseen at the time of the new, non-competing continuation, or competing continuation application.

     a) Supplemental proposals

     b) Renewal proposals

     c) Preliminary proposals

     d) Unsolicited proposals

Let's proceed towards the most important parts that together make up a proposal...

2.3.4 Elements of A Proposal

i) **Title / Statement**

The title or statement of your proposal should be short, accurate, and clear. A single sentence containing ten or fewer words is best. It should explain the circumstances that form the setting for the proposed work in terms of which it can be fully understood.Don't use acronyms or technical words or expressions that are difficult for others to understand as your readers may not come from your technical speciality.

ii) **Abstract**

The proposal abstract should "abstract" the project for the reader. It should be a brief (100 – 200 words), tightly worded summary of the project, its objectives, the problem's significance, the project's scope, the methods that will be employed, the identity and relevant technical expertise of the research team, and the results that are expected to result. Be sure to write this section last so that its content indeed abstracts your proposal.

iii) **Introduction and Theoretical Framework**

This section of the proposal should introduce the nature of the proposed work, its significance, and the technical approach your work will take to investigate/solve the problem. It should be descriptive, comprehensive and should create interest in the topic to the reader/evaluator. It should lay a broad foundation for the problem that is planned to be studied.It should thus establish a framework for the research.

iv) **Purpose of the Proposed Work**

The purpose of the study should lay out a brief summary of the overall proposed work. It should clearly define and establish the limits or boundaries of the areas of the proposed work. It should provide the logical basis of your proposed work, the key ideas involved in it, the specific methods of inquiry as well as analysis.It is good to start this section with the sentence, 'The purpose of this project / study is.....'. This makes the purpose of the proposed work very clear to you as well as the readers.

v) **Review of the Literature**

This section should present a brief but comprehensive review of the primary literature relevant to your proposed work. This helps in building the background and context for your work. It establishes the need for your work and indicates that you are knowledgeable about the area. As such it should:

- Cite the key literature sources
- Be up to date and to the point
- Choose only the most relevant references
- Critically evaluate the literature
- The background section should be constructed to inform the reader concerning where your study fits in. It should clearly state why your project should be done.
- Check whether your work:

i) refines, revises or extends what is now known?

ii) shares with the readers the results of other studies that are closely related to your study?

iii) fills in the gaps and extends the previous work?

iv) provides a framework for establishing the importance of the study?

vi) **Questions and/or Hypothesis**

If you are about to undertake a census type of work or project (qualitative inquiry), then include questions in your proposal. For example, (How many of them are there? Is there a relationship between them?) Hypotheses are to be used when the nature of your work is theoretical or quantitative type of inquiry. Hypothesis must have a firm theoretical basis in the theoretical framework. When a writer states hypotheses, the reader mustget an explanation of the theory that led to them (and of the assumptions underlying the theory).A *research question* poses a relationship between two or more variables but phrases the relationship as a question; a *hypothesis* represents a declarative statement of the relations between two or more variables (Kerlinger, 1979; Krathwohl, 1988).Deciding whether to use questions or hypotheses depends on factors such as the purpose of the study, the nature of the design and methodology, and the audience of the research.

vii) **The Design – Methods and Procedures**

a) **Steps:** The design section should provide a detailed description of all the methodological steps you will take to answer every question or to test every hypothesis illustrated in the Questions/Hypotheses section.

b) **Variables:** In this section, you should indicatethe variables you propose to control and how you propose to control them, experimentally or statistically, andthe variables you propose to randomize, and the nature of the randomizing unit (students, grades, schools, etc.). Be aware of possible sources of error to which your design exposes you. You will not produce a perfect, error free design (no one can). However, you should anticipate possible sources of error and attempt to overcome them or take them into account in your analysis. Moreover, you should disclose to the reader the sources you have identified and what efforts you have made to account for them.

c) **Sampling:** While drawing the sample for your project, see to it that the sample is representative of the survey population (the group from which the sample is selected) and the survey population is representative of the target population (the larger group to which we wish to generalize). You should define the population and also describe the sampling plan in detail. Care should be taken that the interpretations of the results of the study should follow from the study itself and the results may be generalized to other situations with other people to a remarkable extent. If possible, detail the outline of the characteristics of the sample.

d) **Instrumentation:** The tools or instruments you propose to use(surveys, scales, interview protocols, observation grids) should be outlined. If instruments have previously been used, identify previous studies and findings related to reliability and validity. If instruments have not previously been used, outline procedures you will follow to develop and test their reliability and validity. In the latter case, a pilot study is nearly essential.Include an appendix with a copy of the instruments that have been used.

e) **Data Collection:** In this part, you must **o**utline the general plan for collecting the data. This may include survey administration procedures, interview or observation procedures. Also provide a general outline of the time schedule you expect to follow.

f) **Data Analysis:** The procedures you wish to use (e.g., ANOVA, MANCOVA, HLM, ethnography, case study, grounded theory) must be specified and labelled accurately. If coding procedures are to be used, describe in reasonable detail. Communicate your precise intentions and reasons for these selections to the reader. This helps you and the reader evaluate the choices you made and procedures you followed. Indicate briefly any analytic tools you will have available and expect to use (e.g., Ethnograph,

NUDIST, AQUAD, SAS, SPSS, SYSTAT). Provide a well thought-out rationale for your decision to use the design, methodology, and analyses you have selected.

viii)   Limitations and Delimitations

A *limitation* identifies potential weaknesses of the study. Think and explain about your analysis, the nature of self-report, your instruments, the sample. A *delimitation* addresses how a study will be narrowed in scope, that is, how it is bounded. Here you need to explain the things that you are not doing and why you have chosen not to do them—the literature you will not review (and why not), the population you are not studying (and why not), the methodological procedures you will not use (and why you will not use them). Limit your delimitations to the things that a reader might reasonably expect you to do but that you, for clearly explained reasons, have decided not to do.

ix)   Significance of the Study / Project

Think and elaborate how your research will refine, revise, or extend existing knowledge in the area under investigationeither substantively, theoretically, or methodologically. Mention if the results of the study may affect scholarly research, theory, practice, educational interventions, curricula, counselling and policy. When thinking about the significance of your study, ask yourself the following questions.

1.   What will results mean to the theoretical framework that framed the study?
2.   What suggestions for subsequent research arise from the findings?
3.   What will the results mean to the practicing professionals?
4.   Will results influence programs, methods, and/or interventions?
5.   Will results contribute to the solution of existing problems?
6.   Will results influence policy decisions?
7.   What will be improved or changed as a result of the proposed research?
8.   How will results of the study be implemented, and what innovations will come about?

x)   References

According to the requirement of the discipline, follow the APA, Chicago or MLA guidelines for citing the references in text as well as in the list. Only references cited in the text are included in the reference list. If you are required to include a broader spectrum of literature relevant to your work then such a reference list should be included as *bibliography.*

xi) **Appendixes**

Do not forget to include appropriate appendixes in your proposal. For example, copy of the tools used, consent forms, cover letters sent to appropriate stakeholders,

official letters of permission to conduct your work/project, etc.

IV. Check Your Progress

1) Word limitation of the problem statement / title is:

   a) 1 to 4 words

   b) 10 or fewer words

   c) 2 to 4 sentences

   d) None of the above

2) The introductory section of the proposal should aim to:

   a) identify the specific focus of the project/work.

   b) provide a rationale for the project/work.

   c) grab the reader's attention.

   d) All of the above

3) We review the relevant literature to know:

   a) what is already known about the topic.

   b) what concepts and theories have been applied to the topic.

   c) who are the key contributors to the topic.

   d) All of the above

4) Which of the following *is not* a type of research question?

   a) Predicting an outcome

   b) Evaluating a phenomenon

   c) Developing good practice

   d) A hypothesis

5) Below is a list of populations and samples. Select the sample that is the most likely to be representative (rather than biased) of the population from which it is drawn:

   a) Population: Owners of luxury cars. Sample: BMW owners

   b) Population: The general population in a municipality. Sample: All the patients registered at a local general practitioner in the same area

    c) Population: Online shoppers. Sample: List of individuals who have web-based e-mail

    d) Population: Adults from a single geographic area. Sample: Employees at a local factory

6) Which of the following *cannot* be included in the appendixes section?

    a) Bibliography

    b) Consent forms

    c) Copy of the tools used in the project

    d) Official letters of permission to conduct the project work

7) ------------------- in a project identify the potential weaknesses of the study.

    a) Instrumentation

    b) Hypothesis

    c) Limitations

    d) Data analysis

8) A ------------------- addresses how a study will be narrowed in scope, that is, how it is bounded.

    a) Delimitation

    b) Variable

    c) Significance

    d) Statement

9) Which of the following is not a style of citing references?

    a) Chicago

    b) CNN

    c) APA

    d) MLA

10) Which of the following styles is used for citing references in social sciences?

    a) Turabian

    b) MLA

    c) APA

    d) Chicago

11) Abstract of the proposal is ----------------------------.

    a) firm theoretical basis of the project.

b) broader spectrum of relevant literature.

c) limits or boundaries of the areas of the proposed work.

d) tightly worded summary of the project.

12) ----------------- is a list consisting of a broader spectrum of literature relevant to your work.

    a) Bibliography

    b) Citations

    c) References

    d) Appendixes

13) ----------------- section covers whether the proposed work will refine, revise, or extend existing knowledge in the area under investigation either substantively, theoretically or methodologically.

    a) Hypothesis

    b) Limitations

    c) Significance

    d) Variables

14) Which of the following is *not* a data analysis procedure?

    a) Standard deviation

    b) MANCOVA

    c) Derivatives

    d) Grounded theory

After having studied the elements of a proposal, let us now study what forms the basis of a proposal...

2.2.5 PURPOSE OF A RESEARCH PROPOSAL

Purpose of a Research Proposal

The purpose of a proposal is to convince the concerned awarding organizations that:

- The problem is significant and worthy of study.

- The technical approach is novel and likely to yield results.

- The investigator and his/her research team is/are the right group of individuals to carry out and accomplish the work described in the research proposal.

Now that we have learnt all about proposals, let us proceed towards the points to be remembered while preparing a proposal...

General Suggestions

- Give ample, credible evidence for all statements.Do not exaggerate.
- Provide examples, expert testimony and specific facts and figures to supportyour statements.
- Use simple, straightforward and direct language preferring simple sentences and active voice.
- Stress reader benefits. Remember that you are asking for something, usually a commitment of money; let the reader know what he or she will get in return.
- Don't be afraid to ask your advisor or other scientists if you can read copies of their successfully funded proposals.
- There is no substitute for a good idea. This means the idea should be important and technically sound. If the idea is of interest to you, it is likely going to be of interest to others. Your job is to clearly make the case that this is work worth funding by the particular funding agency and program to which you have applied. In terms of the work being technically sound, make sure that you research it before you begin writing. This may mean doing some preliminary experiments in order to obtain data that clearly demonstrate that your ideas will work. This is particularly important if your ideas are truly novel.
- Before you begin writing, map out your project. Identify the key experiments you will need to do. Determine who and what you will need in order to carry out these experiments and figure out how much it will cost to do the actual work (i.e., work out the budget). Be sure that the anticipated cost of your project fits the scope of the funding agency's program.
- Read the application instructions thoroughly and follow them carefully. If you have any questions telephone or e-mail and ask. Don't make any implicit assumptions about your reviewers including their technical expertise, what they know about you and your work, the conditions under which they will read your proposal, etc. If you don't follow the directions, don't be surprised if your proposal is returned to you un-reviewed.
- Write your proposal to address all of the review criteria of the grant program.

- Start writing your proposal well in advance of the deadline for submission.

- Presentation and written expression count. Think about the reviewer's workload. Don't use a lot of technical jargon. Write simply and clearly. Use the spell checker and grammar checker. Don't fault the reviewers for equating a poorly written and poorly proofed proposal with evidence of a sloppy scientist likely incapable of carrying out a quality project if funded.

- Ask your advisor, a friend, and/or colleague to review your proposal (be sure to provide them with a copy of the funding agency's review criteria) before submitting it and when you receive their feedback modify your proposal accordingly.

- If your proposal is not funded, seek feedback. Don't take the rejection of your proposal personally. Learn from it! Modify your proposal accordingly, and resubmit it. Perseverance is everything when it comes to research funding – just about everyone has submitted a proposal that didn't get funded.

V. Check Your Progress

1) Which one of these is best avoided in a proposal?
    a) Simple, straightforward and direct language
    b) Ample, credible evidence for all statements
    c) A lot of technical jargon
    d) Accurate spelling and grammar

2) A proposal is likely to be funded only if
    a) The problem is significant.
    b) The technical approach is likely to yield results.
    c) The ideas are truly novel and unique.
    d) All of the above.

POINTS TO REMEMBER

- **A proposal is an essential written document that** outlines the plan of the project, giving extensive information about the intention for implementing it, the ways to manage it and the results to be delivered from it. It, thus, persuades the reader for a suggested plan of action for a project to be implemented.

- **Proposals are of the following types - Pre-Proposals, Preliminary Proposals Or White Paper, Solicited Proposals, Unsolicited Proposals, Continuation Or Non-Competing Proposals, Renewal or Competing proposals, Supplemental Proposals And Research Proposals.**

- **The elements of a proposal are - Title / Statement, Abstract, Introduction and Theoretical framework, Purpose of the Proposed Work, Review of the Related Literature, Questions and/or Hypothesis, The Design – Methods and Procedures, Limitations and Delimitations, Significance of the Study / Project, References and Appendices.**

- **Writing a proposal is a skill. It can be mastered by following proper guidelines and by perseverance.**

Answers to Check Your Progress

Check Your Progress I

1. b) It summarises the basic fact of the project

2. d) basic facts of the project idea need to be briefed

Check Your Progress II

1**.**c) Proposals are always written by individuals

Check Your Progress III

1. b) how well the project fits the agency's priorities

2. a) A type of solicited proposal

3. c) White paper

4. b) Continuation proposal

5. d) Unsolicited proposals

6. b) Renewal proposals

7. a) Solicited proposals

8. d) Unsolicited proposals

9. c) Continuation proposal

10. a) Supplemental proposals

Check Your Progress IV

1. b) 10 or fewer words

2. d) All of the above

3. d)All of the above

4. d) A hypothesis

5. b) Population: The general population in a municipality. Sample: All the patients
registered at a local general practitioner in the same area

6. a) Bibliography

7. c) Limitations

8. a) Delimitation

9. b) CNN

10. c) APA

11. d)tightly worded summary of the project.

12. a) Bibliography

13. c) Significance

14. c) Derivatives

Check Your Progress V

1. c) A lot of technical jargon

2. d) All of the above

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https://www.fundsforngos.org/how-to-write-a-proposal/introduction-to-proposal-writing/

https://ors.ou.edu/proposal/type.html

https://www.uky.edu/~eushe2/Pajares/proposal.html

https://www.sacredheart.edu/officeservices/sponsoredprograms/formsproposalwritingformats/letterproposal/

Recommended Webresources :

https://www.apa.org/

https://www.uky.edu/~eushe2/Pajares/proposal.html

https://www.babson.edu/Academics/teaching-research/corporate-foundation-and-government-relations/Documents/writing-a-successful-proposal.pdf

https://utt.edu.tt/documents/files/9th_edf_project_proposal_template.pdfhttps://www.wikihow.com/Write-a-Proposal

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