

Birla Institute of Technology and Science, Pilani
BITS F112: Technical Report Writing
Semester I (2023-24)
Mid-Semester Examination (Closed Book)

MM: 50

Time: 4.00 p.m.- 5.30 p.m.

Date: 10 October 2023

Answer all questions. Write legibly. Grammatical and spelling errors will be penalized.

1. Read the following situations carefully, and answer the following: [30 marks]

i) Identify the type of report to be written in each of the situations. Be specific.

(6x1=6)

ii) Provide **two strong arguments explaining your choice of report in each situation.**

(6x4=24)

a) Ms. Priyanka, a human resource manager, needs to evaluate an employee's performance over the past year to determine eligibility for a promotion. She wants to analyze the employee's achievements and areas for improvement. What type of report is appropriate for Priyanka?

b) The financial analyst, Zyka Foods, has been asked by the Managing Director to present a report at the company's board of directors meeting about the organization's financial health, providing an overview of financial statements, trends, and potential risks. What type of report is this?

c) As a project manager, you need to update your team on the work done on a software development project every month. What type of report is suitable for you?

d) A manufacturing plant manager wants to monitor the performance and maintenance of all equipment quarterly. What type of report should the maintenance team provide?

e) A retail store manager notices that certain products are consistently understocked or overstocked, leading to lost sales and excess holding costs. She wants to optimize her

stock at all levels and ordering processes. What type of report should the retail manager maintain?

f) You plan to take your family on a tour to Kerala the next month. You look at the trains and their schedule from the Indian Railway Timetable on the website. What kind of report have you referred to for making your traveling plans?

2. Organizations are essentially made of human beings and structural hierarchies. Unique individual identity and broad hierarchy lead to failed communication. Think of any **four types** of organizational barriers that may occur under this circumstance. State them **with definitions** and **explanations** with the help of suitable **examples**.

[5x4= 20 Marks]
