

Birla Institute of Technology and Science, Pilani, Pilani Campus

BITS F112: Technical Report Writing

Semester II (2022-23)

Mid-semester Examination (Closed Book)

Maximum Marks: 60

Time: 8.00 a.m.- 9.30 a.m.

Date: 02 May 2023

Answer all questions.

Write legibly.

Grammatical errors will be penalized.

1. Read the following situations (a, b, & c), and answer the following. [18 marks]

i) Identify the type of routine report to be written in each of the situations (3x2);

ii) Define the identified type of routine report (3x4)

a) The Manager of the HR Department, Bharat Oil Corporation, has asked the supervisor for a report detailing the status of the installation of the newly procured machines of an ongoing project. The report should include machinery specifications, employees currently engaged, and money and time required to complete the project.

b) Quinon Pharma Company periodically examines the production processes of Covid-19 drugs to safeguard the workforce from any health-related effects. Consequently, the management has instructed the health division to look into the production processes and write a report on the loopholes or malfunctions.

c) Standard Manufacturing Company regularly upgrades its infrastructure to match the production requirements. The Managing Director has instructed all division heads to submit a report providing the details of the machinery, spare parts and tools in the warehouse.

2. Athena University campus in Satna is concerned with the increasing number of stray cats on its campus, which is causing inconvenience to the residents and students. Groups of cats are always found outside the departments and the residential areas. Despite their best efforts, the authorities have failed to control the stray feline population, and hence they have approached the Animal Rights Association (ARA). As a member of ARA, you have been asked by the Director, ARA to study the problem and provide recommendations in the form of a report. Keeping this context in view, write **ONLY** an **Introduction** for this report. **[24 Marks]**

3. Identify and define the type of stylistic error in the six sentences given below.
[Identification: 1 Mark & Definition 2 Marks: 6 x 3 = 18 marks]

a) The report on Entertainment Industry 2022 has stated that though sequels of movies have become a major trend, they are about slowly beating a dead horse.

b) The Executive Student Council of Maharana College will have a final decision about extending summer vacation by twelve midnight.

c) This committee needs to decide whether the company should shut down its factory branch at Shikharpur, reduce its workforce, cut its benefits, or lowering workers' wages.

d) UNESCO has reported that about 27 percent of school children all over the world drop out of school every year on account of the fact that it becomes necessary for these children to work and support their families.

e) Majority of the work recorded on the tapes is pieces of the cells that are modified and remixed *ad infinitum*.

f) Having built and lived in a house on the property for over 20 years, the land was claimed by the Janjharias.