



Taranath Shikshana Samsthe
Laxmi Venkatesh Desai College, Raichur

Re-accredited by NAAC with B Grade



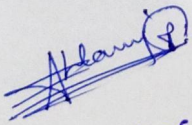
Add-On Course Documents


Department of English

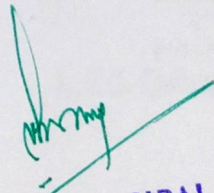
Title: Report Writing in English

Academic Year:2020-21

S.No	Particulars
1	Declaration
2	Permission letter
3	Notice
4	Syllabus
5	Timetable
6	Attendance
7	Summary Report
8	Model certificate


H.O.D. Dept. of English
L.V.D. College, Raichur.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
Laxmi Venkatesh Desai College, RAICHUR-03.


PRINCIPAL
L.V.D. College, RAICHUR-03.



Taranath Shikshana Samsthe



LAXMI VENKATESH DESAI COLLEGE, RAICHUR-584103.
(Affiliated to Gulbarga University, Kalaburagi. Re-Accredited by NAAC with "B" Grade)

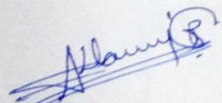
Dr. Venkatesh B. Devaru, M.Sc., Ph.D., MBA.
PRINCIPAL

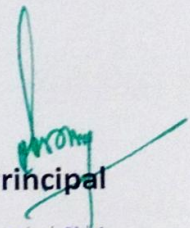
Office of the Principal
Ph: (08532)-240286, 240707
Fax: +918532 240707
e-mail: lvdrcc@gmail.com
Website: www.lvdcollege.com

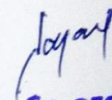
Date: 20/11/2020

TO WHOMEVER IT MAY CONCERN

This is to certify that, the college has introduced the Add_On course on, "Report Writing in English " with the duration of 30 hours introduced in 2020-21 The said programme is apart from the existing course curriculum.


Head of the Department
H.O.D. Dept. of English
L.V.D. College, Raichur.


Principal
PRINCIPAL
L.V.D. College, RAICHUR-03.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
Laxmi Venkatesh Desai College, RAICHUR-03.

To,
The Principal
LVD College,
Raichur

Date: 20-11-2020

Respected Sir,

Sub: Request to permit to start Add on Course in the Department of English

With the subject cited above I, the undersigned, **Anil Apral**, Head of the Department of English, would like to request you to permit to start Add On Course in English entitled **Report Writing in English** for the academic year 2020-21. The course may help the students to build up their skills and knowledge. I have enclosed the details of the course, duration, other required information with this letter. And I am looking forward for your response.

Kindly do the needful,

Thanking you,

Permitted
Anil Apral
PRINCIPAL
L.V.D. College, RAICHUR-03.

Yours faithfully

Anil Apral

H.O.D. Dept. of English
L.V.D. College, Raichur.



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Office of the Principal
Ph: (08532)-240286, 240707
Fax: +918532 240707
e-mail: lvdrcr@gmail.com
Website: lvdcollege.com

Date: 18/01/2021

NOTICE

All the students of B.A./B.Sc./BCA are hereby informed that as NEW ADD ON COURSE will be held in the Department of English entitled **REPORT WRITING IN ENGLISH**, interested students can join and get the benefit of the course and enhance your knowledge and skill. The course may start from.. 01.02.2021.

For more information regarding joining to the course may contact Mr. Anil Apral, Head Department of English.

[Signature]
H.O.D. Dept. of English
L.V.D. College, Raichur.

Yours faithfully

Principal

[Signature]
PRINCIPAL
L.V.D. College, RAICHUR-03.

[Signature]
B.A. 2nd year

[Signature]
B.A. 1st year

[Signature]
B.A. 1st year

[Signature]
B.A. 1st year

[Signature]

[Signature]

[Signature]
B.Sc. III sem

[Signature]
B.A.

Syllabus

Department of English

Add on Course on Report Writing:

Learning outcomes :

By the end of this module, you will be able to:

- identify key reference documents to help guide the structure and style of your report or proposal;
- describe the connection between proposals and reports;
- plan and organize a report or proposal by clearly stating your purpose as the writer, assessing the reader's identity and needs, and formulating the main message of your document;
- develop an outline that arranges your main ideas in support of your purpose and main message;
- summarize the main ideas of your report or proposal for use in briefing notes or speech notes so that others can convey your main message in other contexts;
- apply key elements of structure and style in drafting longer documents;
- compare strategies for conveying information with text and visually;
- revise documents according to standard principles of structure, style, and English-language mechanics.

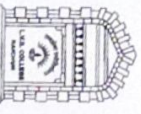
Syllabus

- Introduction
- Meaning of Report
- Objectives of Report writing
- Report writing guidelines
- Investigation
- Development of skills
- Professional Advancement
- Managerial tool
- Proper Control
- Presentation of facts
- Evaluation
- Essentials for preparation of Report writing
- Drafting the Technical Report

Duration: 30 hrs

References:

- THOMAS S.E.:EFFECTIVE BUSINESS COMMUNICATION, S CHAND PUBLICATION,NEW DEHLI, 2010
- NAGARAJN M, SHASHISHEKHARAN T.,RAMAMURTHI S.,:EFFECTIVE COMMUNICATION,MC MILLAN PUBLICATION, DEHLI, 2007.
- SHASHIKUMAR V .:SPOKEN ENGLISH,TATA MCGROW HILL PUBLICATION ,NEW DHLI,2005
- MOHAN KRISHNA: DEVELOPPING COMMUNICATION SKILLS, MACMILLAN PUBLICATION, 2007



Taranath Shikshana Samsthe

LAXMI VENKATESH DESAI COLLEGE, RAICHUR

Time Table with effect from

1/2/2021

Class

Department

English

Section

Room No.

Time → Days ↓																				
Mon	ADD-ON - course																			
Tue	"																			
Wed	"																			
Thu	"																			
Fri	"																			
Sat	"																			

Head of Department

[Signature]

Name of the Staff : Ms. Anil Apsal

Principal

[Signature]

L.V.D. College, RAICHUR

ADD ON COURSE: REPORT WRITING (For the academic year 2020-21) Subject: ENGLISH

Sl. No	Students' Regi No.	Students' Name	Attendance																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	2135641	VENUGOPAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	2135642	ANIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	2135644	BASAVARAJ MARATHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	2135646	MAHESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	2135647	VINODKUMAR G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	2135665	SAHANA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	2135666	RAGHAVENDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	2135667	VINODAKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	2135668	MOUNUDDIN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	2135670	MD SHOHEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	2135672	SHANKRAPPA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	2135674	BAPUGOUDA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	2135676	PAVAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	2135678	FEROZ	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	2135679	YUSUFALI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	2135680	K ABHISHEK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	2135682	BHASHUMIYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

H.O.D. Dept. of English
L.V.D. College, Raichur.

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L.V.D. College, RAICHUR-03.

In support of your purpose

TARANATH SHIKSHANA SAMSTHE

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DEPARTMENT OF ENGLISH

Report of Add-On course

Add-on course: Report Writing In English

Duration: 30 Hours

Started on: 01.02.2021

Completed on: 08.03.2021

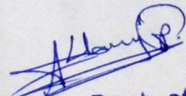
Name of the faculty: Anil Apral.

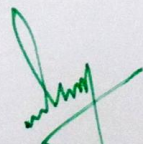
Total No of students admitted: 25

Total No of classes taken: 30

Total No of students benefited : 25

- * Students shall describe the connection between proposal by clearly stating your purpose as the writer, assessing the reader's identity and needs, and formulating the main message of your document.
- * develop an outline that arranges your main ideas in support of your purpose that main message.


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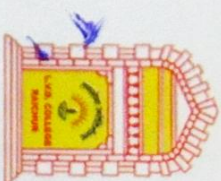

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This is to Certify that Miss. / Mr. Baspu Gouda
of B.A 1st Year has completed the Certificate Course in
Report Writing in English
Conducted by the Department of English from
..... to

Head of the Department
H.O.D. Dept. of English
L.V.D. College Raichur



Principal
L.V.D. College, Raichur-03.