B.Tech-First Year
Second Semester
PROFESSIONAL COMMUNICATION

Module-5

TECHNICAL WRITING

Prepared by: NOUFAL P

TECHNICAL WRITING

Technical writing is a specialized form of exposition: that is, written communication done on the job, especially in fields with specialized vocabularies, such as science, engineering, technology, and the health sciences. Along with business writing, technical writing is often subsumed under the heading of *professional communication*.

CHARACTERISTICS OF TECHNICAL WRITING

- **Purpose:** Getting something done within an organization (completing a project, persuading a customer, pleasing your boss, etc.)
- **Your knowledge of the topic:** Usually greater than that of the reader.
- **Audience:** Often several people, with differing technical backgrounds.
- **Criteria for evaluation:** Clear and simple organization of ideas, in a format that meets the needs of busy readers.
- **Statistical and graphic support:** Frequently used to explain existing conditions and to present alternative courses of action.

DIFFERENCES BETWEEN TECHNICAL AND LITERARY STYLE

▸ **Definition:**

i. *Technical writing*: Technical writing is a process of managing **technical information** in a way that allow people to take actions.

ii. *Literary writing*: Literary writing is an innovative, **creative work,** such as poems or novels, and compilations or volumes of creative work.

▸ **Purpose:**

i. *Technical Writing*: Written to **inform, instruct readers** about a certain thing.

ii. *Literary Writing*: Written to **entertain, amuse readers.**

▸ **Language**

i. *Technical Writing*: The **language** used in technical writing is **direct, factua**l, and straightforward.

ii. *Literary Writing*: The **language** used in literary writing is **creative, imaginative** and **uses literary techniques** like hyperbole, personification, similes, metaphors, etc.

DIFFERENCES BETWEEN TECHNICAL AND LITERARY STYLE

▸ **Appeal**

i. *Technical Writing:* Technical Writing **appeals to the mind.**

ii. *Literary Writing:* Literary Writing **appeals to emotions.**

▸ **Structure**

i. *Technical Writing:* Technical writing has **technical vocabulary, simple sentences, impersonal, objective tone**.

ii. *Literary Writing*: Literary writing might have **complex sentence structure** and linguistic aspects like **dialects, ambiguity,** etc.

▸ **Audience**

i. *Technical Writing*: Technical writing is written for **those** who are **knowledgeable about that particular subject** area.

ii. *Literary Writing*: Literary writing is **written for general readers.**

LETTER WRITING

What is Letter???

"A written or printed communication directed to a person or organization."

INFORMAL LETTERS

- An informal letter is a letter you would write to a friend or family
- **Format :**
- ▪ *Address*

The writer's address is written at the top right-hand corner

· For example:

25, Jalan Tebing 8/8,

Seksyen 8,

40000 Shah Alam,

Selangor Darul Ehsan.

- ▪ *Date*

 Written below the address.

For example: 6 June 2011 For example: 6 June 2011

Greeting

- Written on the left-hand side of the letter .
- Begin with:

Dear........,

For example: Dear Susan, Anoop Antony,

Dearest…….., or My dear…., (for close friends & family)

For example: Dearest father, My dear Uncle , Dearest Babu etc.

Opening(1ˢᵗ Paragraph)

You may begin your letter by:

· *Asking about the person's health.* For example:

- How are you? I hope that you're in the pink.
- How's your family getting on?
- I'm fine and I hope you're fine too.
- I hope that you're as fit as a fiddle.

· *Asking what the reader had been up to?*

- How's the weather at your place? Not too hot I hope.
- Did you get to visit your grandparents?
- Did you go on your trip to Paris as you had hoped? They say Calicut is a beautiful city.

Expressing happiness

- I received your letter on…
- I'm happy to receive your letter…
- Thank you for your letter which I received…..
- I'm so glad to hear…..
- I'm glad to learn that….

Expressing sorrow:

- I'm sorry to hear that…..

Expressing apology:

- I'd like to say sorry for…
- I'm sorry for not writing….

Content(Several Paragraphs)

In the 2nd paragraph, mention your main reason for writing the letter. You may use the following phrase:

- In your last letter, you wanted me to describe / advice…..
- I'm writing this letter to….

Closing(Last Paragraph)

Inform the reader that you are ending the letter. You may use the following phrases:

Ø *I'll write again soon.*

Ø *Do write to me soon.*

Ø *Well, that's about all for now.*

Ø *Please give/send my regards to…*

Ø *Please convey my warm regards to….*

Ø *Let me pen off here.*

Ø *Take care of yourself.*

Ø *Hope to hear from you soon.*

Ø *I'm looking forward to hearing from you soon.*

Ø *Hope to receive a reply from you.*

Ø *Bye / Goodbye.*

Signing Off

- **If you are writing to your parents, you can sign of using:**

Ø *Your loving daughter,*

Ø *Yours lovingly,*

Ø *Yours affectionately*

- **If you are writing to friends or relatives, you can sign off using:**

Ø *Your friend,*

Ø *Yours sincerely,*

Ø *Yours faithfully,*

Ø *Your niece / nephew,*

Signature

- Sign your name at the bottom of the letter in the right hand corner.
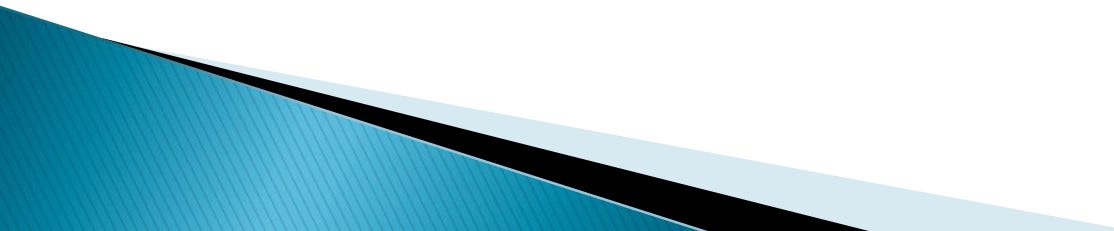
Format of Informal Letter

Your address _____.

_____.

_____.

Date _____

Greeting,

Opening _____

_____

Contents _____

_____

Closing _____

_____

Signing off, _____
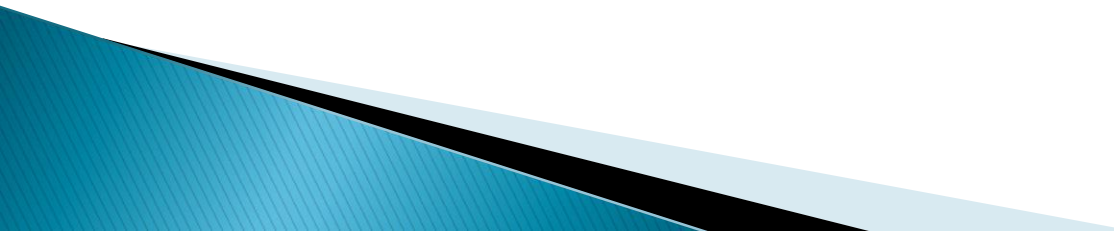
Signature _____

FORMAL LETTER

A formal letter is a letter written to a business, a college, or any professional that are not considered friends or family.

ESSENTIAL PARTS OF FORMAL LETTER

1. YOUR ADDRESS
2. THE NAME AND ADDRESS OF THE PERSON
   TO WHOM YOU ARE WRITING
3. THE DATE
4. THE GREETING,
5. THE BODY OF THE LETTER (INTRODUCTION, MAIN PARTS, CONCLUSION)
6. THE ENDING
7. YOUR SIGNATURE

RULES FOR WRITING FORMAL LETTER IN ENGLISH

Addresses:

1) Your Address

The return address should be written in the top righthand corner of the letter.

2) The Address of the person you are writing to

The inside address should be written on the left, starting below your address.

Date: Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to. Write the month as a word

SALUTATION OR GREETING OF FORMAL LETTERS

Salutation

1) *Dear Sir or Madam,* If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.

2) *Dear Mr.Johny*,If you know the name, use the title (Mr., Mrs., Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs. or Miss, you can use Ms, which is for married and single women.
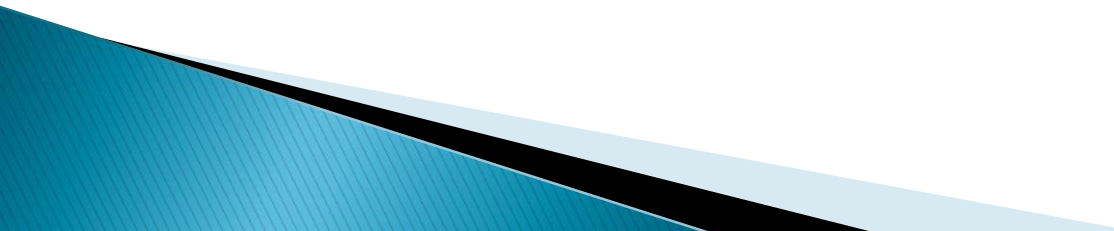
ENDING OF FORMAL LETTERS

1) *Yours faithfully*-If you do not know the name of the person, end the letter this way.

2) *Yours sincerely*-If you know the name of the person, end the letter this way.

3) *Your signature*-Sign your name.

CONTENTS OF A FORMAL LETTER

- *First paragraph*-The first paragraph should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc.

- *The paragraph or paragraphs in the middle of the letter* should contain the relevant information behind the writing of the letter.

- Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

Last Paragraph

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

AMERICAN AND UK STYLES

AMERICAN STYLE

1. Heading
According to the format, but usually aligned to the left.

2. Date
January 17, 2009 (month-day -year).
According to the format but usually aligned to the left (two lines below the heading).

3. Salutation
Dear Mr. / Mrs. Anna:
Dear Sir or Madam:
Gentlemen:
After the salutation there is a colon (:)

4. Complimentary close
Sincerely,
Sincerely yours,
Yours truly,

BRITISH STYLE

1. Heading
The heading is usually placed in the top right corner of the letter (sometimes centered).

2. Date
17 January 2009 (day-month-year)
Usually placed directly (or one blank line) below the heading.

3. Salutation
Dear Mr. / Mrs. Anna,
Dear Sir or Madam,
Gentlemen,
After the salutation there is a comma (,)

4. Complimentary close
Sincerely,
Yours sincerely,
Yours faithfully,

Abbreviations Used in Letter Writing

The following abbreviations are widely used in letters:

- *asap* = as soon as possible
- *cc* = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)
- *enc.* = enclosure (when you include other papers with your letter)
- *pp* = per procurationem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)
- *ps* = postscript (when you want to add something after you've finished and signed it)
- *pto (informal) = please turn over (to make sure that the other* person knows the letter continues on the other side of the page)
- *RSVP* = please reply

Example

14 Plowden Road
Torquay
Devon
TQ6 1RS
Tel 0742 06538

22 December 2007

The Secretary
Hall School of Design
39 Beaumont Street
London
W4 4LJ

Dear Sir or Madam

I should be grateful if you would send me information about the regulations for admission to the Hall School of Design. Could you also tell me whether the school arranges accomodation for students?
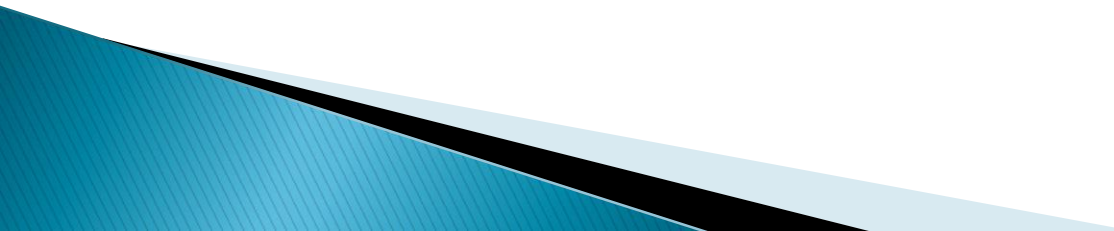
Yours Faithfully

Allan P

Allan Parker

Semi-formal letters

We write **semi-formal letters** to people that we do not know very well. They are usually more polite than informal **letters** and are written in a neutral style. ... And here is an example of a **semi-formal letter**: Dear Mr and Mrs Brown, Thank you very much for your **letter**.

Features of semi – formal letters

▸ **Salutation**

Like in formal letter, you should greet the person with Dear [Title] Last name. Title varies depending on the status of the person. So unmarried girl hold a **Miss** title, marries women **Mrs.** Title, man should be saluted with **Mr.** , while women which marriage status is unknown **Ms.** If the person is holding an academic or royal title, you should place it before his/her last name: *Dear **Dr** Jones*.

Address and date

Address and date are placed on the top right of the page. Date should be written in -
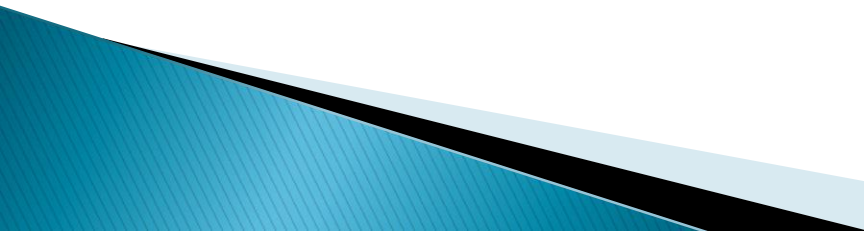
DD, Month, YYYY format.

The body

Each paragraph should be indented at the beginning. Usual practice is to divide body of the letter in up to 3 paragraphs: introduction, main body and conclusion.

The style used

This is the main feature that distinguishes formal form semi-formal letters. In semi – formal letters language used is similar to ordinary speech. Therefore you may use even exclamation marks.

Conclusion – Ending

- Ending of the letter should round off the letter and suggest the action that will follow. For example: *See you soon, looking forward to your call, See you on next Monday, Call me if you need anything,* etc.

- For complementary close you should use *Your sincerely,* followed with the signature, because It is reassumed that you already know the person.

12 Churchill Way
Maidstone
Kent
ME16 7OX

27 July 200X

The Curator
National Portrait Gallery
Trafalgar Square
LONDON
W1 8EA

Dear Sir

I have recently written an article about Lady Hester Stanhope for *Kent County Magazine* and the editor has asked me to supply a photograph. I believe you have one in the National Portait Gallery and I am writing to enquire if you would permit me to use it. Please let me know the fee you would charge.

Yours faithfully

Jane Lomax

enc. SAE

Ondo Boys' High School,
P.O. Box 41,
Ondo,
Ondo State.

17th January, 2010

Dear Uncle Charles,

This is to say how sorry I was to hear of your dreadful accident. I have only just heard the news, and was deeply shocked. How can such things happen? But of course, some of the roads are death traps these days, especially the way people drive on them.

I do hope that you are not in too much pain, and that you are in good hands. Auntie Efe told me that you are likely to be in hospital for at least two weeks – and she says the hospital in Abeokuta is extremely well-equipped. That is some consolation, I suppose.

Anyway, this is just to send you love and best wishes for a speedy recovery. I shall certainly come and visit you as soon as term ends.

Please give my love to Aunt Efe and all the family. I very much look forward to seeing you all soon.

Much love
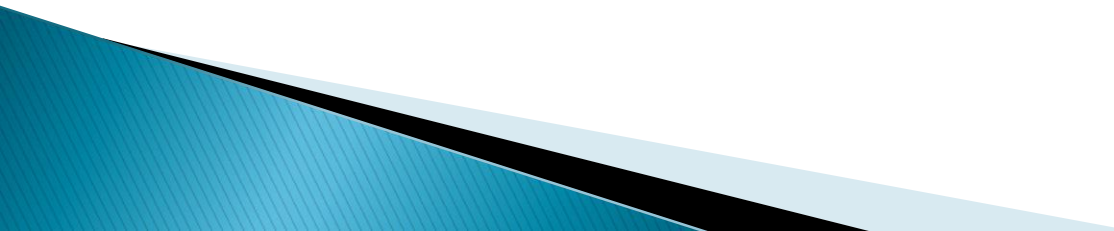
Your affectionate nephew

Ade

JOB APPLICATION

The job or employment application is the official form that employers ask all applicants for a position to fill out. The job application is filled out offline in a pen and paper format or, increasingly, online.

TYPES OF JOB APPLICATION

- **Online Job Applications.** There are thousands of sites where you can post your resume online and complete an online job application. Sometimes, you can apply online on job boards like Monster.com or job search engines like indeed.com. Other times, you can apply directly on the company's website.

- **In-Person Job Applications.** Many companies, especially retail and hospitality employers, expect applicants to apply in-person or at a kiosk in the business. It's not as complicated as applying online, but you will need to be prepared to apply and maybe even interview on the spot.

TYPES OF JOB APPLICATION

- **Email Job Applications:** When you are using email to apply for jobs, it's important that all your communications are as professional as they would be if you were mailing a paper application. Here's advice on how to submit job applications via email.

- **Paper Job Applications:** There are paper job application forms that you fill out if you apply in person for a position.

Information Required for an Employment Application

I.Personal Information

- Name
- Address, city, state, zip code
- Phone number
- Email address
- Social security number
- Are you eligible to work in the United States?
- If you are under age eighteen, do you have an employment certificate?
- Have you been convicted of a felony within the last five years? *(information about convictions varies based on state law and may not be legal to ask in your location)*

II.Education and Experience

- School(s) attended, degrees, graduation date
- Certifications
- Skills and qualifications
- Grade Point Average (G.P.A.)
- Extracurricular activities where you held a leadership role

- Honor societies
- Employment History
- Employer
- Address, phone, email
- Supervisor
- Job title and responsibilities
- Salary
- Starting and ending dates of employment (month, day, year)
- Reason for leaving
- Permission to contact the previous employer
- References
- Name
- Job title
- Company
- Address, phone, email

Job Application Form-Sample

- **Personal Information**
- First Name: _____
- Middle Name: _____
- Last Name: _____
- Street Address: _____
- City, State, Zip Code: _____
- Phone Number: (___)_____
- Email Address: _____
- Have you ever applied to / worked for [Our Company] before? [ ] Y or [ ] N
  If yes, please explain (include date):
  _____

- Do you have any friends, relatives, or acquaintances working for [Our Company]? [ ] Y or [ ] N
  If yes, state name & relationship:

  _____

- If hired, would you have transportation to/from work? [ ] Y or [ ] N

- Are you over the age of 18? [ ] Y or [ ] N

- If you are under the age of 18, do you have an employment/age certificate? [ ] Y or [ ] N

- If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [ ] Y or [ ] N

- Have you been convicted of or pleaded no contest to a felony within the last five years? [ ] Y or [ ] N

- If yes, please describe the crime - state the nature of the crime(s), when and where convicted, and the disposition (final settlement) of the case:

  _____

- If hired, are you willing to submit to a controlled substance test? [ ] Y or [ ] N

- **Position and Availability**
- Position Applying For: _____
- Desired Salary: Rs._____
- **Are you applying for:**
- Temporary work – such as summer or holiday work? [ ] Y or [ ] N
- Regular part-time work? [ ] Y or [ ] N
- Regular full-time work? [ ] Y or [ ] N
- If applying for temporary work, indicate your desired length of employment below:
- Start date: ___ / ___ / ___ End date: ____ / ____ / ____

- **Days/Hours Available**
- Monday ____
  Tuesday ____
  Wednesday ____
  Thursday ____
  Friday ____
  Saturday ____
  Sunday ____
- Hours Available: from _____ to _____
- Are you available to work overtime? [ ] Y or [ ] N
- If hired, on what date can you start working? ___ / ___ / ___
- Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [ ] Y or [ ] N
- If no, describe the functions that cannot be performed:

  _____
  _____

- **Education, Training and Experience**
- **High School:**
  School Name: _____
  School Address:_____
  School City, State, Zip:_____
- Number of years completed: _____
  Did you graduate? [ ] Y or [ ] N
  Degree / Diploma earned: _____
- **College / University:**
  School Name: _____
  School Address:_____
  School City, State, Zip:_____
- Number of years completed: _____
  Did you graduate? [ ] Y or [ ] N
  Degree / Diploma Earned: _____
- **Vocational School:**
  School Name: _____
  School Address: _____
  School City, State, Zip: _____
- Number of years completed: _____
  Did you graduate? [ ] Y or [ ] N
  Degree / Diploma earned: _____

- **Military:**
  Branch: _____
  Rank in Military:_____
  Total Years of Service: _____
  Skills/Duties: _____
  Related Details:_____
- **Skills and Qualifications: Licenses, Skills, Training, Awards**
- _____
  _____
- _____
  _____
- Do you speak, write or understand any foreign languages? [ ] Y or [ ] N
- If yes, list which languages(s) and how fluent you consider yourself to be: _____

- **Employment History**
- You should be prepared to detail each position for the past five years and account for any gaps in employment during that period.
- Are you currently employed? [ ] Y or [ ] N
- If you are currently employed, may we contact your current employer? [ ] Y or [ ] N
- Name of Employer:_____
  Name of Supervisor:_____
  Telephone Number:_____
  Business Type:_____
  Address:_____
  City, State, Zip:_____
- Length of Employment (Include Dates): _____
Salary/Hourly Rate of Pay: _____
  Position & Duties: _____
  Reason for Leaving:

  _____

- **References**
- List below three persons who have knowledge of your work performance within the last four years. Please include professional references only.
- First and Last Name: _____

Telephone Number: _____

Email Address: _____

Address: _____ _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Certification

- I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.

- Signature:

_____

- Date: _____
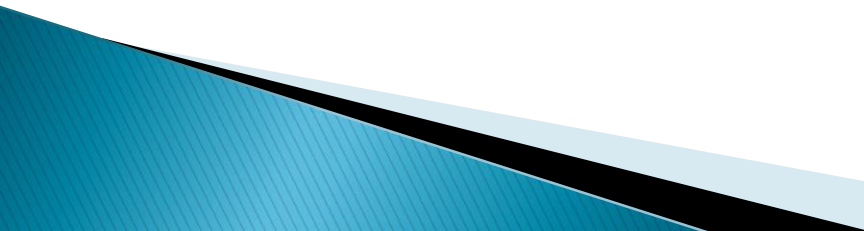
MINUTES PREPARATION

❑Minutes of Meeting describe what was discussed and decided in a meeting.

❑ Permanent record of the meeting for future reference.

❑Include an overview of the structure of the meeting.

❑Note down in a concise way the matters that are being dealt with and decided on during a meeting and to produce the minutes of the meeting to every one.

FORMAT OF MINUTES

- Generally, minutes begin with the organization name, place, date, list of people present, absent and the time.
- All the agenda for the said meeting.
- All official decisions must be included.
- The reports given and the person involve
- The vote tally may also be included
- The date, time and place of the next meeting.
- Assignments and the person responsible.
- The minutes may end with a note of the time that the meeting was adjourned.

IMPORTANCE OF MEETING MINUTES

▶ Confirm any decisions made.

▶ Record of any agreed actions to be taken.

▶ Record of who has been allocated any tasks or responsibilities.

▶ Provide details of the meeting to anyone unable to attend.

▶ Serve as a record of the meeting's procedure and outcome.
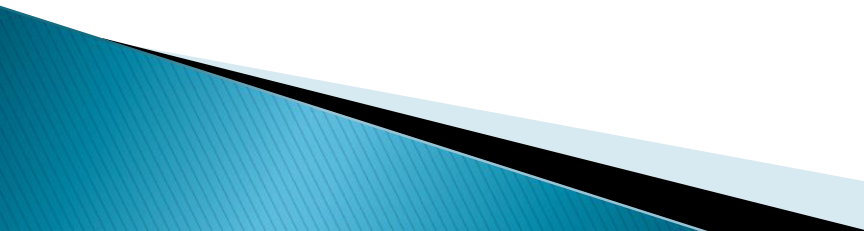
WHAT TASKS ARE INVOLVED IN TAKING MINUTES?

- Make A Short Summary About The Meetings Agenda
- Make A List Of All The Details Beforehand
- Recording The Body Of The Minutes
- Concluding The Minutes
- Distributing The Minutes Among The Attendees

FORMS OF RECORDING MINUTES

- Video Recording
- Audio Recording
- Hand Recording
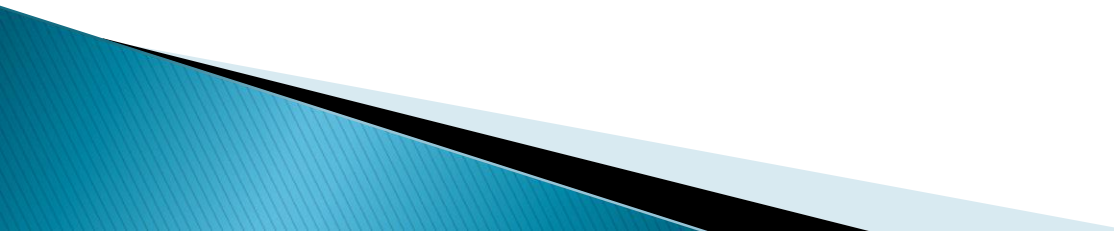
THE BODY OF THE MINUTES

- Name of the organization.
- Date and time the meeting.
- Those present and those who could not attend.
- A list of the agenda items/topics.
- Summary of discussion for each agenda item.
- The actions people committed to.
- Summary of any decisions made.

STYLES OF MINUTES
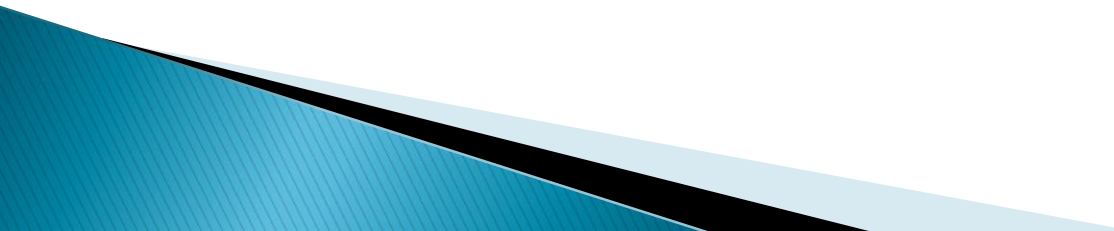
- **Minutes of Narration – These include some of the** discussions and important details. This style of minutes is considered a legal document.

- **Report – This is a full record of all discussions that includes** the names of all speakers, movers and seconders of any motions, written in a narrative style.

- **Minutes of Resolution – These are limited to the recording of** the actual words of all resolutions that were passed. Movers and seconders are not recorded. Each resolution that is made commences RESOLVED THAT. This style of minutes is also considered a legal document.

ESSENTIALS OF TAKING THE MINUTES

- Record simple short statements which capture decisions passed and actions agreed upon under each of the agenda headings
- Keep it brief & to the point
- Circulate within a week
- Impersonal tone
- Reported speech

INSTRUCTIONS

- Typing meeting minutes on a laptop can make the process quicker and easier.

- Make a note of who is present. If necessary, pass around a sign-in sheet.

- Use the meeting agenda as an outline for the minutes.

- Do write down any motions and decisions made and the key findings of any committee reports.

- Use bullet points to make the minutes easier to read. Each bullet statement should represent a different finding, discussion, or decision.
- Make a note of issues that were tabled until future meetings.
- Transcribe or review minutes as soon as possible after the meeting, while your memory of what happened is still fresh.
- Before you submit the meeting minutes, proofread for types.

RESUME,CV AND BIODADA

- **RESUME**
- ✓ Resume is a French word meaning "summary".
- ✓ A resume is ideally *a summary of one's education, skills and employment when applying for a new job.*
- ✓ A resume does not list out all details of a profile, but only some specific skills customized to the target job profile. It thus, is usually 1 or at the max 2 pages long.
- ✓ A resume is usually written in the third person to give it an objective and formal tone.

Structure: A good resume would start with a Brief Profile of the candidate, Summary of Qualifications, followed by Industry Expertise and then Professional Experience in reverse chronological order. Focus is on the most recent experiences (with responsibilities and accomplishments), and previous experiences are only presented as a summary. This would be followed by Education details and/or Professional Affiliations and/or Voluntary Initiatives.

C.V. – CURRICULUM VITAE

- Curriculum Vitae is a Latin word meaning "course of life".

- It is more detailed than a resume, generally 2 to 3 pages, or even longer as per the requirement.

- A C.V. lists out every skill, all the jobs and positions held, degrees, professional affiliations the applicant has acquired, and in chronological order.

- A C.V. is used to highlight the general talent of the candidate rather than specific skills for a specific position.
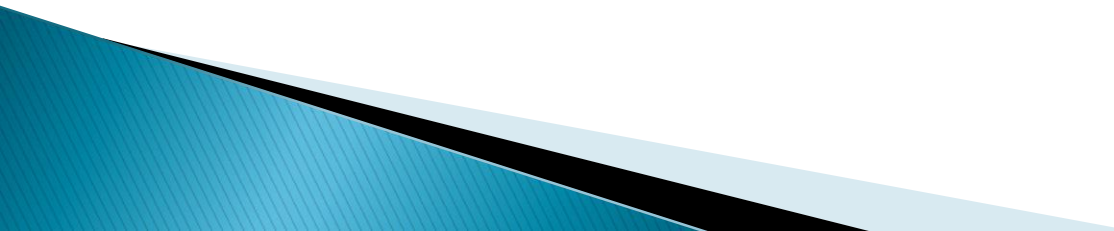
BIO-DATA

- Bio Data is the short form for Biographical Data and is an archaic terminology for Resume or C.V.

- In a bio data, the focus is on personal particulars like date of birth, gender, religion, race, nationality, residence, marital status, and the like.

- A chronological listing of education and experience comes after that.
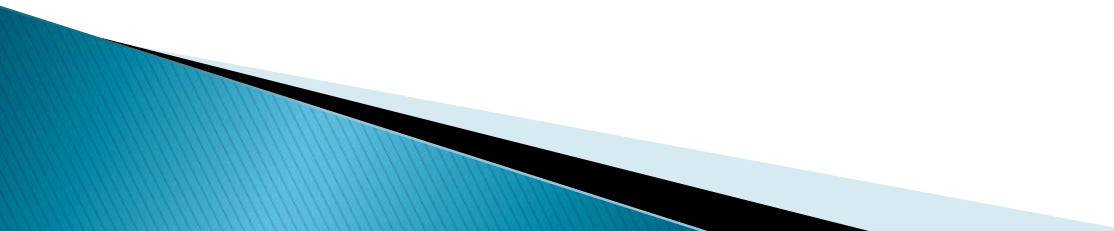
To summarize

- A resume would be ideally suited when experience people apply for specific positions where certain specific skills are more important than education.

- A C.V., on the other hand should be the preferred option for fresh graduates or people looking for a career change. It could also be used by people applying for academic positions.

- The term bio-data is mostly used in India when people apply for government jobs, or for research grants where one has to submit descriptive essays. Bio Data are not common in the international markets where personal information like age, gender, religion are not required to be submitted by candidates.
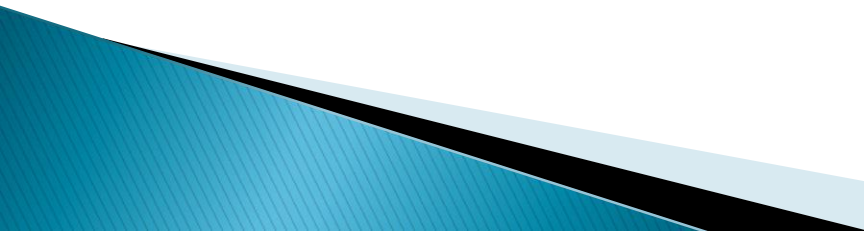
Purposes of a CV

- ***Marketing tool:*** First impression is the one which lasts.

- ***Request for an interview:*** We are always looking for jobs.

- ***Your "big picture":*** A detailed snapshot of your professional and academic life.
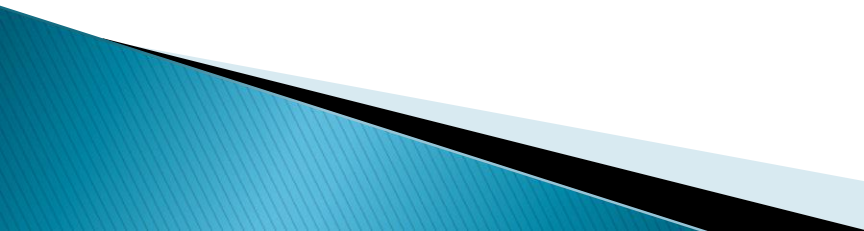
CV Formats

- Chronological
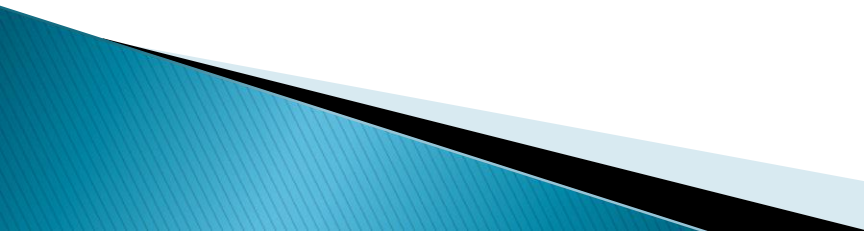- Functional
- Chrono functional/ Combinational/Combined

Chronological

- Reverse chronological order
- Widely used for corporate sector
- Mainly used by individuals with solid work history
- Few or no gaps between jobs

Functional CV

- Focuses on the skill set of an individual
- Mainly used by individuals with significant gaps in employment
- A mixed employment background
- Very short work history

Chrono-Functional CV

- Specific work experience
- Specific skills and talents
- Used mainly by individuals
- Freshly graduated from school
- With uninterrupted work history
- Applying for specific jobs

Functional Types
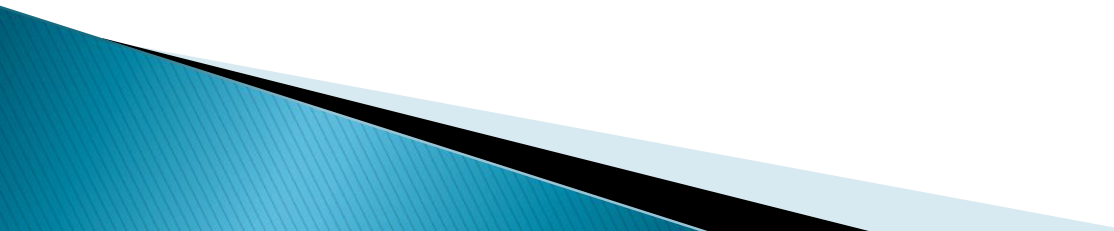
- ❑ **Academic**
- ✓ Used for academic applications (graduate student applications, scholarship applications)
- ✓ Usually more detailed
- ✓ Focuses mainly on academic achievements
- ✓ Relevant projects and courses mentioned
- ❑ **Corporate**
- ✓ Used for getting jobs
- ✓ Specific to the needs of the employer
- ✓ Focuses mainly on work experience and relevant academic affiliations

CV Format

- ❖ Header
- ❖ Objective
- ❖ Education
- ❖ Honors/Activities
- ❖ Work Experience
- ❖ Research Experience/Projects

Header Section

- **Name**
  - ✓ Must be the first line of resume
  - ✓ Bold
  - ✓ Larger than the largest font used in body
- **Address**
  - ✓ Current address preferable
- **Email Address**
  - ✓ Use professional email addresses preferably with name
- **Phone number**
  - ✓ Preferably use both home and cell phone numbers

BIBASWAN GHOSHAL

Apt 1905, 10883 Saskatchewan Drive

Edmonton, Alberta

T6E 4S6
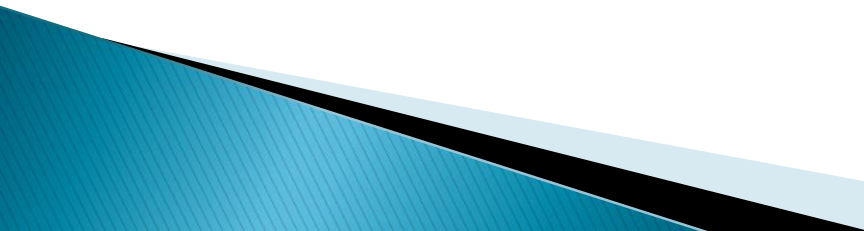
PHONE – 780 680 1188

EMAIL – bibaswan.ghoshal@gmail.com
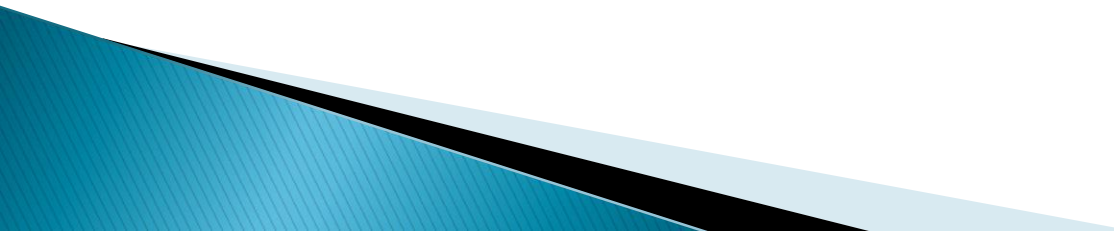
ghoshal@ualberta.ca

Objective Section

- Optional but highly recommended
- Statement must be clear, concise and to the point
- Bad: "I want to get a job"
- Weak: "To attain an internship in livestock industry."
- Good: "To attain an internship in the livestock industry with detailed insight into genomics and bioinformatics."
- Avoid being over specific
- Target the company's perspective

Education Section

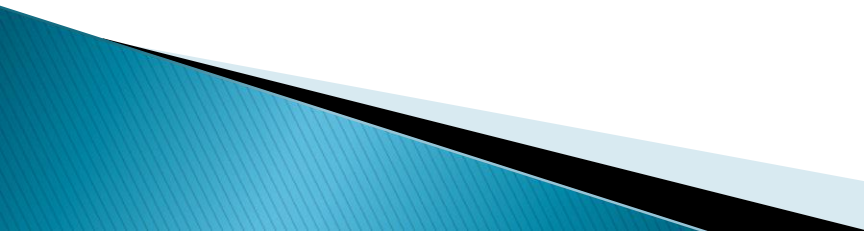❖ Educational qualifications from highest to lowest

❖ Do not use high school details once you have graduated

❖ Must include years in school

EDUCATIONAL QUALIFICATIONS:

September 2011 onwards: **Doctor of Philosophy (PhD)**, Department of Agricultural, Food and Nutritional Sciences, University of Alberta

September 2009 onwards: **Master of Science (Thesis Based)** at Department of Psychiatry, Faculty of Medicine, University of Alberta with a current grade of 3.4

August 2004 – June 2008: **Bachelor of Technology (B.Tech) in Biotechnology**, Department of Biotechnology, West Bengal University of Technology, Kolkata, India with a CGPA of **8.46**

Work Experience Section

- Experience should be listed in reverse chronological order
- POSITION TITLE, ORGANIZATION NAME, CITY, STATE/PROVINCE, DATES EMPLOYED (Include months unless this shows big gaps of unemployment)
- Describes specific roles in bullets

WORK EXPERIENCE

Assistant System Engineer (Trainee):   December 2008-August 2009
Tata Consultancy Services, India

- Trained in different aspects of software engineering
- Worked with Business Intelligence and Performance management
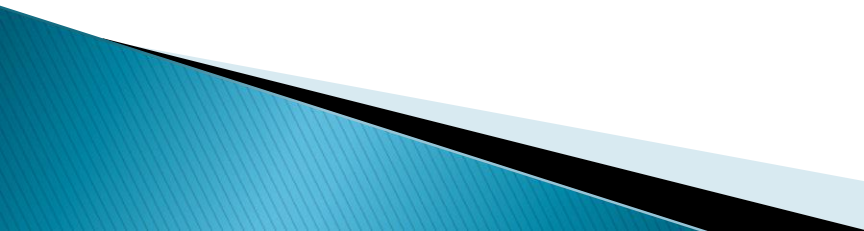- Worked in small and large teams for various projects for clients all through the world

Technical Assistant: June 2008-August 2008
Wipro BPO, India

- Worked as a technical solution provider for international customers with computer issues
- Provided hardware and software solution with laptop computers for companies like HP
- Helped in the sales of various HP products to different customers
- Solved customer concerns and issues

Research Experience Section

- Focus on relevant research experience
- Must include graduate level research
- In reverse chronological order

PhD RESEARCH PROJECT:

1. September 2011 onwards: "**Characterizing the rumen bacterial species composition and discovery of feed efficiency microbial markers in beef cattle using bioinformatics**" under Dr. Paul Stothard in the Department of Agricultural, Food and Nutritional Sciences, University of Alberta

M.SC RESEARCH PROJECT:

1. September 2009 onwards: "**Alterations in Glutamatergic and GABAergic markers in a mouse model over-expressing mutant human APP in the absence of NPC1 protein**" under Dr. Satyabrata Kar in Department of Psychiatry, **University of Alberta, Edmonton, Alberta, Canada.**

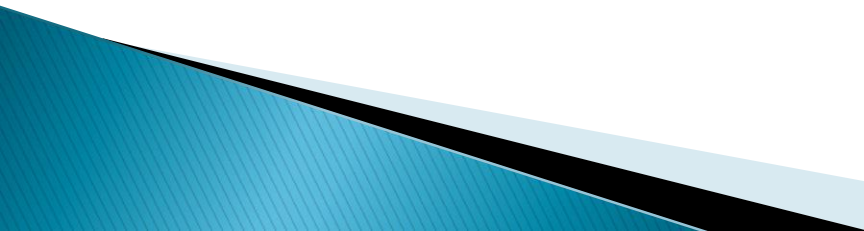**UNDERGRADUATE RESEARCH EXPERIENCE**:

1. October 2007-May 2008: "**A Computational approach to the immunogens & immunoglobulins for carcinogenic diseases**" under Mr. B.P.Bagh in **Bengal College of Engineering and Technology, West Bengal, India.**

2. June-July, 2007: Performed a training cum project on "**Swiss-PDB Viewer, NMR spectroscopy, and some aspects of cloned proteins**" under Dr. R. Swaminathan in the **Indian Institute of Technology(IIT), Guwahati, Assam, India.**
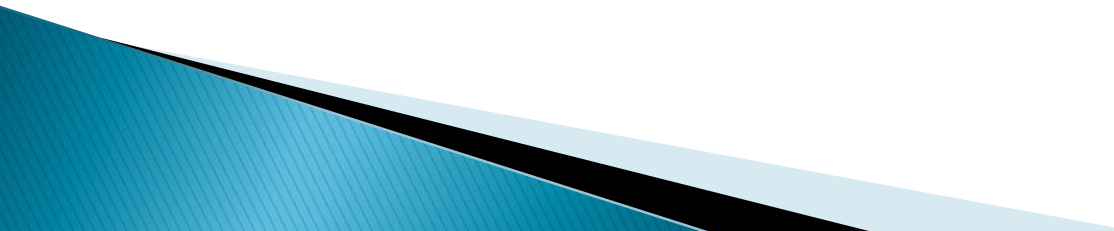
3. December-January 2006-2007: "**Isolation and characterization of Mercury-resistant bacteria.**" under Dr. Projjol Dutta in **Subhashree Biotech, Kolkata, West Bengal, India.**

4. November-December, 2006: "**Development of tools for secondary structure prediction of proteins**" under Dr. Mukesh Singh, Lecturer, **Bengal college of Engineering & Technology, West Bengal, India.**

Honors/Activities Section

- This section should scream "I am a leader"
- Must contain all academic and professional awards
- May include extra-curricular awards
- Include a brief description if not self-evident from title
- Don't include hobbies or activities not related to the job or your story
- Good to include leadership positions

References

➢ One of the most crucial things

➢ Follow the requirement

➢ If not mentioned, then "On Request/demand"

➢ Ask referees beforehand

➢ Use the best ones

Additional Sections

- ✓ Professional Certificates/Licenses
- ✓ Specialized Experience
- ✓ Publications/Theses
- ✓ Additional Training/Assistantships
- ✓ Membership/Affiliations
- ✓ Volunteer Experience/Community Service
- ✓ Language or Computer Skills
- ✓ Continuing Education

Types of CV

- ☐ **Electronic**
  - ✓ Scannable
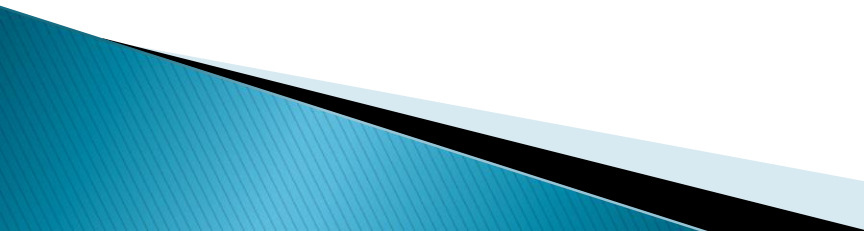 - ✓ Email
  - ✓ HTML
- ☐ **Paper**

Electronic CVs

☐ **Scannable**

✓ Best to use black color fonts

✓ Use proper font type (do not try anything fancy)
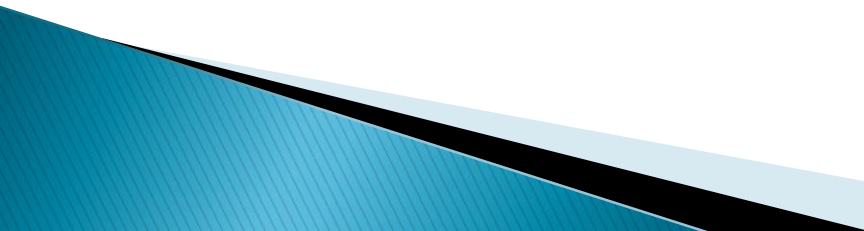
✓ Many companies scan paper resumes into their database

☐ **Email Attachment**

✓ Currently the most widely used delivery method

✓ PDF-most widely used format

✓ Easily convert your Microsoft Word CV to PDF using various online resources (www.pdfonline.com)

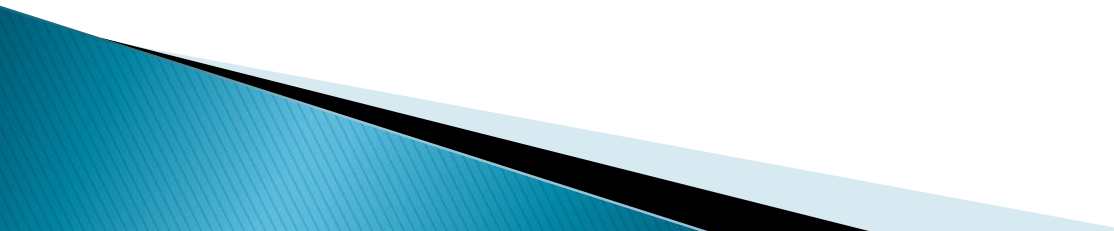# HTML Resume

- Ease of access
- Shows your creativity
- Easily available and free of cost from many service providers like google
- Link to different sections of your CV
- Very detailed
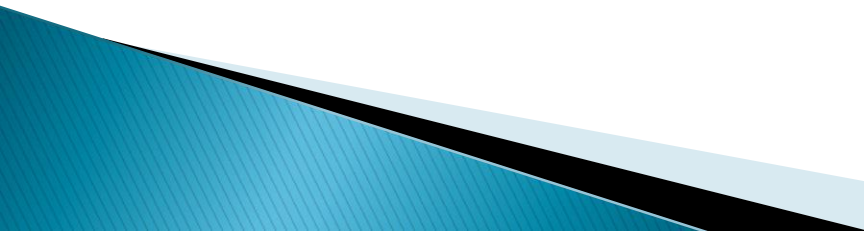- You can add forms of social media like twitter, facebook pages and personal/professional blogs

Don'ts

- Don't title your resume as "Resume" start with your full name.
- Don't use cliché words like (*People person, Multitasker, Go-Getter…*)
- Don't mail or fax if email is an option (*use the option that the job posting asks for fax, email…*)
- Don't go over one page.
- Don't use fancy fonts.
- Don't use personal pronouns "I", "my" or "me"

Don'ts

- Don't use passive words. (instead use words like " achieved, attained, generated – *passive words convey little)*
- Don't use colorful paper
- Don't include a picture or other artwork.
- Don't lie.
- Don't include your whole life's history.

Don'ts

- Don't include personal information.
- Don't include salary information.
- Don't include personal references.
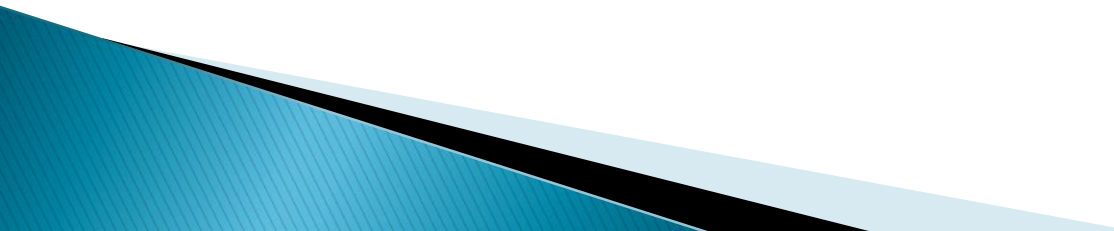- Don't include "references available upon requests." If they want them they will ask.

Do's

- Do send your resume with a cover letter.
- Do strive to make a good impression.
- Do make your resume clear, concise and easy to read.
- Do use BOLD or Underline for section headings.
- Do emphasize your strongest qualifications.
- Do focus on accomplishments, skills, and results.

Do's

- Do make contacting you easy.
- Do include descriptive terms that include supportive facts and figures.
- Do use short phrases, not long and complex sentences.
- Do utilize action words.
- Do list your most recent job/educational experience first.
- Do list job titles, dates, cities and states.

Do's

- Do use word processing and spell checkers.
- Do ask 2 friends or colleague to proof read your resume.
- Do keep your resume up-to-date.

REPORT WRITING

- A report is a document that presents descriptions, information, analyses or opinions about a subject or problem in a systematic manner after conducting a research.

- A report can be written, documentary or film. Even oral report is also there.

- It is usually submitted to a superior authority.

- A report includes descriptions of sequence of events, evaluation of situations and facts, discussions of results, recommendations and conclusions.

- A report should be clear, unbiased and truthful.

Types of report

- Research Report
- Business Report
- Scientific Report
- Routine Report
- Investigation Report
- Project Report
- Director's Report
- Seminar Report
- Annual Report
- Audit Report 5. Progress Report, etc.

Basics of Report Writing(Stages)

1.Defining the Requirement

The purpose of the report (whether descriptive, analytical, etc) must be clarified. Identifying the target audience is very important.

2. Researching the Topic

The data for research must be examined carefully, which helps in deciding the direction of research. Information for research can be collected from books, newspapers, internet, etc.

3.Analyse/Evaluate/ Understand the Information

Use logic, critical and creative thinking to make the report a sensible and legible one.

4. Organise the Report

Decide the structure of the report depending on the requirements and the information available.

5. Write the Report

The report can be written in this stage using the structure which is already decided.

The basic structure of a report

- Title page
- Summary (also known as an Abstract)
- Contents page
- List of figures and tables

Front Matter

- Introduction
- Middle sections – (depend on the type of report)
- Conclusions

Text

- Recommendations
- References or Bibliography
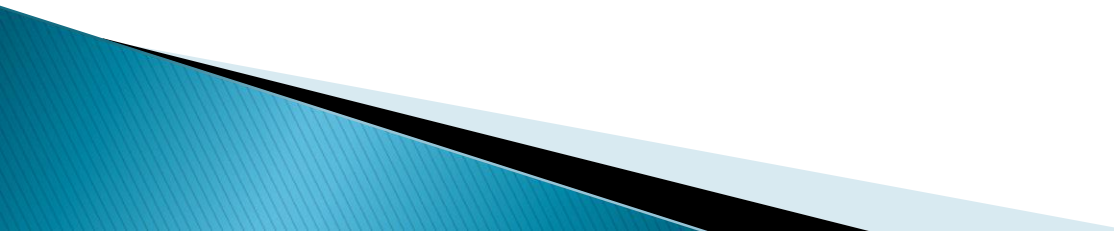- Appendices (if necessary)

Back Matter

IEEE STYLE OF REFERENCING

- The **Institute of Electrical and Electronics Engineers (IEEE) style** is a widely accepted format for writing research papers, commonly used in technical fields, particularly in computer science.

- IEEE style is based on the Chicago Style.

- Computer Science and Electronic Engineering related subjects generally use the IEEE referencing style. When using IEEE citations, the citations should be numbered accordingly to the order in which they appear in the text and inside the punctuation.

(please refer the separate PDF provided through Etlab to know more about IEE Format)

Features of good Report Writing

- It has a clear thoughts
- It is complete & self-explanatory
- It is comprehensive but compact
- It is accurate in all aspects
- It has suitable format for readers
- It support facts & is factual
- It has an impersonal style
- It has proper date & signature
- It has a reference to relevant details
- It follows an impartial approach

- It has all essential technical details
- It is presented in a lucid style
- It is a reliable document
- It is arranged in a logical manner

Common errors in report writing

- Units not quoted
- Numbers quoted to inappropriate precision
- Graphs, graph axes, data points, tables not labelled
- No headings on graphs/tables
- Over -ambitious curve fitting
- Environmental data missed out when important (room temperature, atmospheric pressure, etc.)
- Graphs inappropriately scaled
- Figures not referred to
- Poor presentation (mistakes, untidy, poor typing, not spell checked)
- Poor or confusing sentences (often too long)
- Poor grammar
- Figure in wrong place (e.g. after the appendices)

Common errors in report writing

- Inappropriate use of appendices
- No attempt to analyze errors
- Use of meaningless words like 'efficiency' or 'experimental error'
- No discussion of what the results mean
- Not understanding the difference between discussion and conclusions
- Conclusions not linked to objectives
- No comments on whether values are as expected and if not why not
- No references given when needed, or bibliography given as references
- Poor internal referencing of material (where does the reader find things?)
- Illogical sequence of material
- Communication not concise and complete
- Statements without justifications (don't bullshit!)
- Use of 'I' rather than third person.