## **TABLE OF CONTENTS**

Module No.	Title	Page No.
1	Writing Skills	1
	1.1 Essential Grammar and Vocabulary	1
	1.2 Passive Voice	5
	1.3 Reported Speech	8
	1.4 Concord	11
	1.5 Signpost Words	14
	1.6 Cohesive Devices	16
	1.7 Paragraph Writing	19
	1.8 Technical Writing vs. General Writing	23
2	Project Report	29
	2.1 Definition of Project Report	29
	2.2 Structure of Project Report	29
	2.3 Types of Reports	33
	2.4 Purpose of Project Report	36
	2.5 Intended Audience	40
	2.6 Plagiarism of Project Report	44
	2.7 Report Writing in STEM Fields	48
	2.8 Experiment of Project Report	52
	2.9 Statistical Analysis of Project Report	56
3	Structure of the Project Report (Part I)	58
	3.1 Framing a Title	58
	3.2 Content	61
	3.3 Acknowledgement	65
	3.4 Funding	68
	3.5 Details	72
	3.6 Abstract	75
	3.7 Introduction	78
	3.8 Aim of the Study	81
	3.9 Background	84
	3.10 Writing the Research Question	87
	3.11 Need of the Study/Project Significance	90
	3.12 Relevance of Project Report	93
	3.13. Determining the Feasibility	97
	3.14 Theoretical of Project Report	100
	3.15 Framework of Project Report	104

4	Structure of the Project Report (Part 2)	108
	4.1 Literature Review	108
	4.2 Research Design	111
	4.3 Methods of Data	115
	4.4 Collection	120
	4.5 Tools and Procedures	124
	4.6 Data Analysis	127
	4.7 Interpretation	130
	4.8 Findings	134
	4.9 Limitations	135
	4.10 Recommendations	139
	4.11 Conclusion	143
	4.12 Bibliography	146
5	Proof Reading a Report	151
	5.1 Avoiding Typographical Errors	151
	5.2 Bibliography in Required Format	154
	5.3 Font	157
	5.4 Spacing	161
	5.5 Checking Tables and Illustrations	165
	5.6 Presenting a Report Orally	169
	5.7 Techniques	171