

VAC050	DEVELOPING REPORT WRITING SKILLS
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course is designed to enhance participants' ability to create effective, professional, and well-structured reports for various purposes. Through practical exercises and guidance, students will learn the art of clear and persuasive report writing, ensuring their communication is impactful and concise.

Course Objectives

The course will enable the students to:

- Develop a solid understanding of the purpose and types of reports.
- Learn how to plan and structure reports for clarity and coherence.
- Hone research and data collection skills for report content.
- Acquire the skills to write persuasively and concisely.
- Master the art of referencing and citing sources correctly.
- Understand the principles of effective data visualization.
- Apply proofreading and editing techniques for polished reports.

Course Outcomes

Upon successful completion of this course, students will be able to:

- CO1: Comprehend the significance and varieties of reports.
- CO2: Plan, structure, and outline reports effectively for readability.
- CO3: Collect, analyze, and present data coherently.
- CO4: Write reports that are persuasive, concise, and tailored to the audience.
- CO5: Implement proper citation and referencing practices.
- CO6: Create visual aids to enhance data presentation.
- CO7: Proofread and edit reports for clarity and professionalism.

Course Content

Module 1: Introduction to Report Writing

2 hours

- The Purpose and Types of Reports
- The Audience and Scope of Reports
- The Structure of an Effective Report
- The Importance of Professional Writing

Module 2: Planning and Structuring Reports

4 hours

- Preparing a Report Outline
- Defining Objectives and Goals
- The Executive Summary and Introduction
- Organizing Report Sections and Subsections

Module 3: Data Collection and Analysis

4 hours

- Conducting Research and Gathering Data
- Data Analysis Techniques
- Visualizing Data: Charts and Graphs
- Interpreting Data and Drawing Conclusions

Module 4: Writing Persuasively

3 hours

- Crafting Effective Recommendations
- Using Evidence and Supporting Arguments
- Tailoring Language and Tone to the Audience
- Writing with Clarity and Impact

Module 5: Citation and Referencing

4 hours

- The Importance of Proper Citation
- Citation Styles (APA, MLA, Chicago, etc.)
- Creating References and Bibliographies
- Avoiding Plagiarism

Module 6: Data Visualization

3 hours

- The Role of Visual Aids in Reports
- Creating Effective Tables and Figures
- Using Infographics and Data Visualization Tools
- Designing Visual Aids for Impact

Module 7: Proofreading and Editing

4 hours

- The Importance of Proofreading
- Common Grammar and Style Issues
- Editing for Clarity and Consistency
- Peer Review and Feedback

Module 8: Practicum and Report Development

6 hours



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- Selecting a Real or Simulated Report Project
- Collecting Data and Writing Report Sections
- Peer Review and Feedback on Report Drafts
- Finalizing and Presenting the Completed Report

Practicum

The course includes a practicum in which participants will work on developing a report. They will select a real or simulated project, collect and analyze data, and write the report sections. Peer reviews and feedback will be provided to help participants refine their report-writing skills.

Textbooks

1. Pears, R., & Shields, G. (2016). Cite them right: The essential referencing guide. Macmillan International Higher Education.
2. Lannon, J. M. (2016). Technical Writing. Pearson.
3. Reep, D. C. (2008). Report Writing. Pearson.
4. O'Hara, K. P. (2016). Writing and Reporting News: A Coaching Method. Waveland Press.

Reference Books

1. Rude, C. D., & Eaton, S. E. (2010). Technical Editing. Pearson.
2. Tufte, E. R. (2001). The Visual Display of Quantitative Information. Graphics Press.
3. Strunk, W., White, E. B., & Angell, R. (2000). The Elements of Style. Allyn & Bacon.
4. American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). American Psychological Association.

	Evaluation Component		Weightage (%)
1	Activities		20
2	Project/Presentation		20
3	Attendance		10
4	End Term Examination		50



Ref.No.: KRMU/Admin./Notice/2020-21/2165 (A) Dated: 02nd December, 2020

NOTICE

This is to put for information that School of Legal Studies is offering Value-Added Course (VAC) for all interested students during Even Semester as per the following specifications.

Course Code	Course Title	Coordinating Department / School	Duration
VAC050	Developing Report Writing Skills	SOLS	30 Hrs.
VAC059	Feminism and Social Justice	SOLS	30 Hrs.
VAC067	Career Planning for Success	SOLS	30 Hrs.

- a) Maximum 100 seats are available for the course.
b) Course Start Date: 02 January 2021
c) Course End Date: 19 March 2021

All interested students are required to confirm their registration with the Dean-School of Legal Studies latest by 21st December, 2020

Registrar
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Copy to:

- Vice Chancellor
 - Dean (Academics Affairs)
 - Controller of Examinations
 - All Deans/ School Coordinators
 - All Faculty Members/ Mentors
 - Notice Board
 - Office Copy
- For kind information :

[Signature]



VAC COURSE FOR ACADEMIC YEAR 2020-21
COURSE CODE: VAC050
COURSE TITLE: DEVELOPING REPORT WRITING SKILLS

ROLL NO	NAME	PROGRAMM	SEMESTER	2-Jan-21	3-Jan-21	4-Jan-21	7-Jan-21	9-Jan-21	10-Jan-21	11-Jan-21
2005170044	SUNIL KUMAR	B.A. LL.B (H)	Semester II	P	P	P	P	P	P	P
2005170046	AASMA	B.A. LL.B (H)	Semester II	P	P	P	P	P	P	P
2005170047	AYYUB KHAN	B.A. LL.B (H)	Semester II	P	P	P	P	P	P	P
2005170048	RAHUL MALIK	B.A. LL.B (H)	Semester II	P	P	P	P	P	P	P
2005170049	SHAAN SANSANWAL	B.A. LL.B (H)	Semester II	P	P	P	P	P	P	P
2005170050	AASIF	B.A. LL.B (H)	Semester II	P	P	P	P	P	P	P
2005170051	MANISH KUMAR	B.A. LL.B (H)	Semester II	A	P	P	P	A	P	P
2008190002	SOURMAY PARIDA	B.A. (H)	Semester II	P	P	P	P	P	P	P
2008190003	SHAURYA SINGH	B.A. (H)	Semester II	P	P	P	P	P	P	P
1908750001	CHESTHA CHAWLA	M.A.	Semester IV	P	P	P	P	P	P	P
1902570001	HARSH GOYAL	MBA	Semester IV	A	P	P	P	P	P	P
1902570002	ABHISHEK KUMAR	MBA	Semester IV	P	A	P	P	P	P	P
1902570003	SUMIT WADHWA	MBA	Semester IV	P	P	P	P	P	P	P
1902570004	SIDDHARTH DUBEY	MBA	Semester IV	P	P	A	A	A	P	P
1902570005	KRISHAN	MBA	Semester IV	A	P	P	P	A	P	P

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COURSE CODE: VAC050
COURSE TITLE: DEVELOPING REPORT WRITING SKILLS

ROLL NO	NAME	14-Jan-21	15-Jan-21	16-Jan-21	18-Jan-21	21-Jan-21	24-Jan-21	28-Jan-21	30-Jan-21	1-Feb-21
2005170044	SUNIL KUMAR	P	P	P	A	P	A	P	P	P
2005170046	AASMA	P	P	P	P	P	P	P	P	P
2005170047	AYYUB KHAN	P	P	P	P	A	P	P	P	P
2005170048	RAHUL MALIK	P	P	P	P	P	A	P	P	P
2005170049	SHAAN SANSANWAL	P	P	P	P	P	A	P	P	P
2005170050	AASIF	P	P	P	P	P	P	P	P	P
2005170051	MANISH KUMAR	P	P	P	P	P	A	P	P	A
2008190002	SÖUMAY PARIDA	P	P	P	P	P	P	P	P	P
2008190003	SHAURYA SINGH	P	P	A	P	P	P	P	P	P
1908750001	CHESTHA CHAWLA	P	P	P	P	P	P	P	P	P
1902570001	HARSH GOYAL	P	P	P	A	P	P	P	A	P
1902570002	ABHISHEK KUMAR	P	P	A	P	A	P	P	P	P
1902570003	SUMIT WADHWA	P	P	P	P	P	A	P	P	P
1902570004	SIDDHARTH DUBEY	P	P	P	P	P	P	P	P	P
1902570005	KRISHAN	P	A	P	P	P	P	A	P	P

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COURSE TITLE: DEVELOPING REPORT WRITING SKILLS

ROLL NO	NAME	4-Feb-21	5-Feb-21	6-Feb-21	7-Feb-21	8-Feb-21	11-Feb-21	12-Feb-21	14-Feb-21	15-Feb-21
2005170044	SUNIL KUMAR	P	A	P	P	A	P	P	P	A
2005170046	AASMA	P	P	P	A	P	P	P	P	P
2005170047	AYYUB KHAN	P	P	P	P	P	P	P	A	P
2005170048	RAHUL MALIK	P	A	P	P	P	A	P	P	P
2005170049	SHAAN SANSANWAL	A	P	P	P	P	P	P	P	P
2005170050	AASIF	P	P	P	P	P	P	P	P	P
2005170051	MANISH KUMAR	P	P	P	P	A	P	A	P	P
2008190002	SOUMAY PARIDA	P	P	P	P	P	P	P	P	A
2008190003	SHAURYA SINGH	P	P	P	P	P	P	P	P	P
1908150001	CHESTHA CHAWLA	P	P	A	P	P	P	P	P	P
1902570001	HARSH GOYAL	P	P	P	P	P	P	P	P	P
1902570002	ABHISHEK KUMAR	P	P	P	P	P	P	A	P	P
1902570003	SUMIT WADHWA	P	P	P	A	A	P	P	A	P
1902570004	SIDDHARTH DUBEY	P	P	P	P	A	P	P	P	P
1902570005	KRISHAN	P	A	P	P	P	A	P	P	P

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COURSE CODE: VAC050
COURSE TITLE: DEVELOPING REPORT WRITING SKILLS

ROLL NO	NAME	19-Feb-21	22-Feb-21	25-Feb-21	1-Mar-21	6-Mar-21	12-Mar-21	14-Mar-21	15-Mar-21	18-Mar-21
2005170044	SUNIL KUMAR	P	P	P	P	P	P	P	A	P
2005170046	AASMA	P	P	P	P	P	A	P	P	P
2005170047	AYYUB KHAN	P	A	P	P	P	P	P	A	P
2005170048	RAHUL MALIK	P	P	P	P	P	A	P	O	P
2005170049	SHAAN SANSANWAL	A	P	P	A	P	A	P	A	P
2005170050	AASIF	P	P	P	P	P	A	P	P	P
2005170051	MANISH KUMAR	P	P	P	A	P	P	P	P	A
2008190002	SOU MAY PARIDA	P	P	P	P	P	P	P	P	A
2008190003	SHAURYA SINGH	P	P	P	P	P	P	P	P	P
1908750001	CHESTHA CHAWLA	P	P	P	P	P	P	P	P	P
1902570001	HARSH GOYAL	P	P	P	P	P	P	P	P	P
1902570002	ABHISHEK KUMAR	P	P	P	P	P	P	A	P	P
1902570003	SUMIT WADHWA	P	P	P	A	P	A	A	P	A
1902570004	SIDDHARTH DUBEY	P	P	P	P	P	A	P	P	P
1902570005	KRISHAN	P	A	P	P	P	P	P	A	P

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COURSE CODE: VAC050
COURSE TITLE: DEVELOPING REPORT WRITING SKILLS

ROLL NO	NAME	19-Mar-21	TOTAL	Present	%
2005170044	SUNIL KUMAR	P	35	29	82.86
2005170046	AASMA	P	35	33	94.29
2005170047	AYYUB KHAN	P	35	31	88.57
2005170048	RAHUL MALIK	P	35	30	85.71
2005170049	SHAAN SANSANWAL	P	35	29	82.86
2005170050	AASIF	P	35	34	97.14
2005170051	MANISH KUMAR	P	35	27	77.14
2008190002	SOUMAY PARIDA	P	35	33	94.29
2008190003	SHAURYA SINGH	P	35	34	97.14
1908750001	CHESTHA CHAWLA	P	35	34	97.14
1902570001	HARSH GOYAL	P	35	32	91.43
1902570002	ABHISHEK KUMAR	P	35	30	85.71
1902570003	SUMIT WADHWA	P	35	27	77.14
1902570004	SIDDHARTH DUBEY	P	35	30	85.71
1902570005	KRISHAN	P	35	27	77.14

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VALUE ADDED COURSE (VAC)

ACADEMIC YEAR 2020-21

COURSE CODE: VAC050

COURSE TITLE: DEVELOPING REPORT WRITING SKILLS

COURSE OFFERED BY: SCHOOL OF LEGAL STUDIES (SOLS)

LIST OF STUDENTS COMPLETING THE COURSE

S.NO	SESSION	ROLL NO	NAME	PROGRAMME	SEMESTER	COURSE d	COURSE TITLE	SCHOOL
1	2020-21	2005170044	SUNIL KUMAR	B.A. LL.B (H)	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF LEGAL STUDIES (SOLS)
2	2020-21	2005170046	AASMA	B.A. LL.B (H)	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF LEGAL STUDIES (SOLS)
3	2020-21	2005170047	AYYUB KHAN	B.A. LL.B (H)	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF LEGAL STUDIES (SOLS)
4	2020-21	2005170048	RAHUL MALIK	B.A. LL.B (H)	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF LEGAL STUDIES (SOLS)
5	2020-21	2005170049	SHAAN SANSANWAL	B.A. LL.B (H)	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF LEGAL STUDIES (SOLS)
6	2020-21	2005170050	AASIF	B.A. LL.B (H)	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF LEGAL STUDIES (SOLS)
7	2020-21	2005170051	MANISH KUMAR	B.A. LL.B (H)	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF LEGAL STUDIES (SOLS)
8	2020-21	2008190002	SOU MAY PARIDA	B.A. (H) Economics	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF HUMANITIES (SOHS)
9	2020-21	2008190003	SHAURYA SINGH	B.A. (H) Economics	Semester II	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF HUMANITIES (SOHS)
10	2020-21	1908750001	CHESTHA CHAWLA	M.A. (Economics)	Semester IV	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF HUMANITIES (SOHS)
11	2020-21	1902570001	HARSH GOYAL	MBA	Semester IV	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
12	2020-21	1902570002	ABHISHEK KOTWARI	MBA	Semester IV	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
13	2020-21	1902570003	SUMIT WADHWA	MBA	Semester IV	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
14	2020-21	1902570004	SIDDHARTH DUBEY	MBA	Semester IV	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
15	2020-21	1902570005	KRISHAN	MBA	Semester IV	VAC050	DEVELOPING REPORT WRITING SKILLS	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)

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This is to certify that **SUNIL KUMAR**, University Enrolment No **2005170044** of **B.A. LL.B**
(H) programme has successfully qualified **VALUE ADDED COURSE VAC050**
(Developing Report Writing Skills) during Academic Session 2020-21 (Even Semester).

Date: 23.08.2021

Controller of Examination

Pradeepan

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This is to certify that **AASMA**, University Enrolment No **2005170046** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session **2020-21 (Even Semester)**.

Date: 23.08.2021

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This is to certify that **AYYUB KHAN**, University Enrolment No **2005170047** of **B.A. LL.B**
(H) programme has successfully qualified **VALUE ADDED COURSE VAC050**
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This is to certify that **RAHUL MALIK**, University Enrolment No 2005170048 of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session 2020-21 (Even Semester).

Date: 23.08.2021

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This is to certify that **AASIF**, University Enrolment No **2005170050** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session **2020-21 (Even Semester)**.

hadejan

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This is to certify that **MANISH KUMAR**, University Enrolment No **2005170051** of **B.A. EL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session **2020-21 (Even Semester)**.

Date: 23.08.2021

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This is to certify that **SOMAY PARIDA**, University Enrolment No **2008190002** of **B.A.**
(H) Economics programme has successfully qualified **VALUE ADDED COURSE VAC050**
(Developing Report Writing Skills) during Academic Session 2020-21 (Even Semester).

Date: 23.08.2021

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This is to certify that **SHAURYA SINGH**, University Enrolment No **2008190003** of **B.A.**
(H) **Economics** programme has successfully qualified **VALUE ADDED COURSE VAC050**
(Developing Report Writing Skills) during Academic Session 2020-21 (Even Semester).

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This is to certify that **CHESTHA CHAWLA**, University Enrolment No **1908750001** of **M.A. (Economics)** programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session 2020-21 (Even Semester).

Date: 23.08.2021

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This is to certify that **HARSH GOYAL**, University Enrolment No 1902570001 of MBA programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session 2020-21 (Even Semester).

harsh

Date: 23.08.2021

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This is to certify that **ABHISHEK KUMAR YOGI**, University Enrolment No **1902570002** of **MBA** programme has successfully qualified **VALUE ADDED COURSE VAC050** (**Developing Report Writing Skills**) during Academic Session 2020-21 (Even Semester).

Date: 23.08.2021

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This is to certify that **SUMIT WADHWA**, University Enrolment No 1902570003 of MBA programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session 2020-21 (Even Semester).

Date: 23.08.2021

h. rajan

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This is to certify that **SIDDHARTH DUBEY**, University Enrolment No **1902570004** of **MBA** programme has successfully qualified **VALUE ADDED COURSE VAC050** (**Developing Report Writing Skills**) during Academic Session **2020-21** (Even Semester).

Date: 23.08.2021

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This is to certify that **KRISHAN**, University Enrolment No 1902570005 of MBA programme has successfully qualified **VALUE ADDED COURSE VAC050 (Developing Report Writing Skills)** during Academic Session 2020-21 (Even Semester).

krishan

Date: 23.08.2021

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