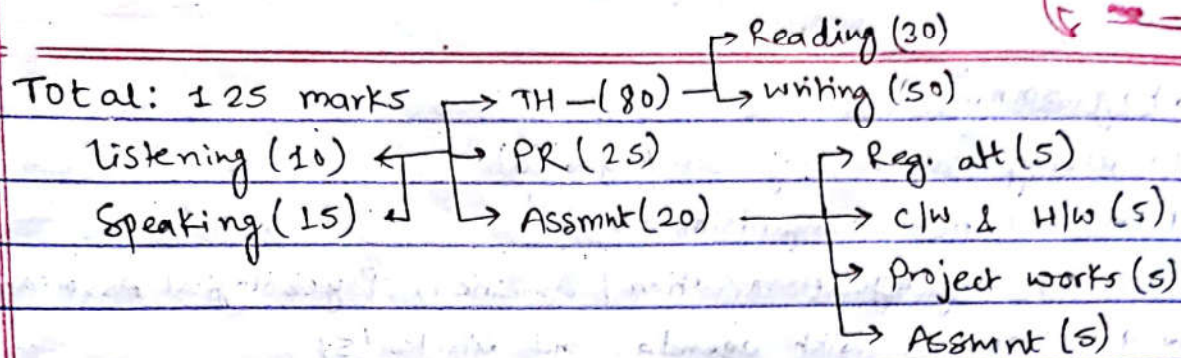


✓ → vvv



Reading (30 marks):

1) Note making and summary writing (5+5)

2) Interpretation of a text (5)

3) Grammar (5)

a) Conditional sentence

d) Preposition

b) Sequence of tense

e) Subject-verb agreement

c) Active and passive voice

4) Reading passages (10)

Technical section (8)

Scientific section (6)

✓ 1) Steam boilers

1) The miracle of grass

✓ 2) The Carburation system

✓ 2) The scientific attitude

✓ 3) chain reaction

✓ 3) Straight and crooked thinking

✓ 4) Conduction and Conductivity

✓ 4) Knowledge and wisdom

5) Piler for foundation

5) Water supplier - A growing problem

6) Petroleum

✓ 6) What Einstein did?

7) Suspension bridges

8) Aerofils

Literary section (6)

✓ 1) The mother of a traitor

✓ 4) Civil peace

✓ 2) How much land does a man need?

✓ 5) of studies

3) The lady with the pet dog

6) Freedom

Writing (50 marks)

- 1) Composing and editing strategies (5)
- 2) MLA and APA comparison (4)
Modern Language Association / American Psychological Association
- 3) Writing notices with agenda and minutes (5)
- 4) Writing proposals (10)
- 5) Writing reports — a) Informal (short) (6)
b) Formal (10)

Informal → Letter report, memo report, project report, field report, trip, progress, empirical research, technical, feasibility, recommendation report

6) Research article (10)

*> Writing notices with Agenda and minutes:

- x ——— x ——— x ——— x ——— x
- 1) Suppose you are the Secretary of the Department of Civil Engineering, Panchowk Campus, Lalitpur. In order to discuss some important matters of the Department with the faculties. Write a notice along with 4 points Agenda for the seventh meeting. (5)

⇒

Department of Civil Engineering
Pulchowk Campus
Lalitpur

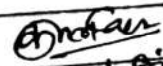
Date: 11th May 2018

NOTICE

This is to notify all the faculties of department of Civil Engineering that its 7th meeting is going to be held in the meeting room at 1pm on 18th May, 2018. Therefore, all the concerned faculties are earnestly requested to attend the meeting. In the meeting, the following agenda will be discussed in detail.

AGENDA

- 7.01 Appointment of highly qualified and experienced lecturers
- 7.02 Active participation of students in project works
- 7.03 Purchase of important books
- 7.04 Regularity and Punctuality of both student and teaching personnel.


Kamal Bista
Secretary

- 2) Imagine that you are the newly appointed manager of Kathmandu Ring Road widening project, and that you are having a few problems regarding the technical part of project. In order to discuss the problems with other board members you want to call a meeting. Now, write a notice along with agenda for the first meeting (s).

⇒

Kathmandu Ring Road Widening Project
Head Office
Koteshwor, Kathmandu

Date: 12th May, 2018

NOTICE

This is to notify all the board members that of Kathmandu Ring Road Widening Project that the first meeting is going to be held in meeting room at 12 pm on 16th May, 2018. Therefore, all the concerned board members are earnestly requested to attend the meeting. In the meeting, the following agenda will be discussed in detail.

- 1.01 Lack of fund
- 1.02 Lack of skilled manpower
- 1.03 Shortage of quality bitumen and tar
- 1.04 Shortage of excavation and surveying equipment

@nofan

Kamal Bista
Manager.

* Writing Minutes:

A) Imagine that you are the secretary of the department of civil engineering, Pulchowk campus, Lalitpur. Write only the minutes of its fifth meeting held recently inventing for most relevant agenda, 15

⇒

Department of Civil Engineering
Pulchowk Campus
Lalitpur

Date: May 18, 2018

MINUTES

The fifth(5th) meeting of the department held at 10 a.m. Under the chairmanship of Er. Nabin Sapkota passed the following resolutions in presence of -

<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1. Er. Nabin Sapkota	HOD	<u>Nabin</u>
2. Er. Reema Karki	Member	<u>Reema</u>
3. Er. Prakash Aryal	Member	<u>Prakash</u>
4. Er. Binod Maharjan	Member	<u>Binod</u>
5. Er. Kamal Bista	Secretary	<u>Kamal</u>

Members absent: none

5.01 HOD's report

The HOD reported the progress of the department and highlighted its achievements besides outlining the ~~next year's~~ development plans of the next year. On a motion by, Er. Prakash Aryal and seconded by all other present member, the HOD's report was approved and adopted.

5.02 For change of lab equipments

The HOD's report already circulated was read by every member, and it was noticed that different lab equipments amounting to Rs. 20,00,000 only must be bought by the end of this month. On a motion by Er. Binod Maharzan and seconded by all others, the above proposal was approved.

5.03 Appointment of a lab boy

On a motion by the HOD and ^(supported) seconded by Er. Reema Karki and all other present members, it was resolved that Mr. Manish Khatriwada should be appointed a full time lab boy in the department.

5.04 Minutes of the previous meeting

Minutes of the meeting held on 5th April, 2018 were approved and signed by the HOD.

The meeting ended with a vote of thanks to the

HOD.

Habin

Er. Habin Sapkota

HOD

Rina

Prakash

Rinod

Kamal

Er. Kamal Bhatta

Secretary

Q) Imagine that you are the newly appointed manager of Kathmandu Ring road widening project and that you are having a

⇒

Department of Civil Engineering
Pulchowk Campus
Lalitpur

Date: 18 May, 2018

MINUTES

The 3rd meeting of the

⇒

Kathmandu Ringroad widening Project

Head Office

Koteshwor, Kathmandu

Date: 18 May, 2018

MINUTES

The 1st meeting of the Kathmandu Ringroad Widening Project held at 10 am under the chairmanship of Binod Baral passed the following resolutions in presence of

Name	Designation	Signature
1. Er. Binod Baral	chairman	<u>Binod</u>
2. Er. Sujesh Pant	Member	<u>Sujesh</u>
3. Er. Nimesh Gautam	Member	<u>Nimesh</u>
4. Er. Milan Aryal	Member	<u>Milan</u>
5. Er. Kamal Bista	Manager	<u>Kamal</u>

Members absent: none

~~Chairman's~~
1.01 ~~Manager's~~ report

1.01 Lack of fund

From the manager's report, everybody noticed that the project was undergoing the complete lack of fund. On a motion

by Er. Suyesh Pant and seconded by all others, it was resolved that the fund should be increased ~~that~~ by 75% to meet all the requirements.

1.02 Lack of skilled manpower

On a motion by the manager and seconded by Er. Nimesh Gautam and all other present members, it was resolved that five experienced civil engineers working on highway engineering with some experienced laymen should be appointed over the ending ~~#~~ of the project.

1.03

Comma before 'and' if 'and' joins two clauses.

*> Editing a text:

⇒ a) Edit the following text: [5 marks]

1.) Some argue that ^Aamerican politics has become so polarized that politicians will argue merely to gain power, and the subject to debate is often negligible. The vigorous dispute over where to place a comma in the republican platform, for example, was motivated not by any significant change ⁱⁿ of meaning but a desire not to show any deference ^(respect) ^{to} of the other side.

2.) 'How perfectly sweet!' said Christine when Sarah confessed that Adit's decision had been made ^{during} in the war with Pakistan. Now if my Simon ^{were} was to find himself in such a spot, hed funk, he would, my Simon. Where there was such a flap ^{about} in Cuba and Russia, and darling Kennedy was ever so brave, Simon wanted to Hee to Greenland.

*> Samples of Note making: ^{Summary} Note Making (10 marks):

Three Types of crosswords

1. Prize competitions

1.1 many answers possible

1.2 elements of gambling

2. Intellectual crosswords

2.1 only one answer to the clue

2.2 detective work

2.3 intellectual exercise & tests

2.3.1 comprehensions

2.3.2 general knowledge

3. Educational crosswords

3.1 improve vocabulary

3.2 provide entertainment

Summary

Three Types of Crosswords

Among three types of crossword puzzles, prize competitions have many possible answers but also attract people

who are fond of gambling due to big prizes. Intellectual crosswords have only one answer to the clue, which gives hints about the word and calls for some detective work which needs one's comprehension and general knowledge. Educational crosswords is a straight forward exercise where words matching definitions are placed in crossword square. This improves one's vocabulary and provides entertainment too.

(77 words)

*> Interpretation of a text (5 marks): (150 words)

→ First point should be main and other sentences should support it.

→ Q.2 ⇒ Ans (2073) ^{→ highlights/emphasizes/puts emphasis on/describes} (chairman): discussor/-

This text deals with the impact of electronic media on print media. With the evolution of electronic media like CD-ROMs, online computer services and Internet, they made information available to the public electronically without the need of ~~costly~~ expensive printed materials. One material can be shared electronically ~~in~~ in a group of ^{many} different people at the same time without the cost that should be paid individually for the printed materials. The transportation cost and time of printed material is very high in comparison to the electronically

exchange of materials like pdf, word, video, photo, etc. Similarly, they made the availability of the materials or news as soon as the incident happened. As the availability of electronic media increases and as it is more easily accessible, the public has less need for printed materials. Not only the ease of access and size, electronic media are far more environment friendly than printed papers which leads to destruction of forests.

Summary

c>

Biogas

Biogas is produced by the anaerobic fermentation of organic matter such as cowdung which can be trapped in a digester or biogas plant and used as fuel for lighting and cooking. The digested slurry can be used as fertilizer. Energy crisis emphasizes scientists to show interest on biogas technology. For efficient use of cattle dung, India started family-sized plants; due to its huge number of cattle. With government support in late 1970s, there are about 1,00,000 plants, mostly domestic. This system is economically sound, in addition to cleaner and healthier environment.

(93 words)

Bibliographic information

*> MLA: Modern Language Association

APA: American Psychological Association

MLA

1. Author's name
2. Title of the book
3. Place of publication
4. Name of the publisher
- ✓ 5. Year of publication

APA

1. Author's name
- ✓ 2. Year of publication
3. Title of the book
4. Place of publication
5. Name of the publisher

In MLA

Shulman, Beth. The Betrayal of Work: How low-wage jobs fail 30 million Americans and Their families. New York: New, 2003. Print.

always at the last.

In APA

Shulman, Beth. (2003). The betrayal of work: How low-wage jobs fail 30 million Americans and their families. New York: New. Print.

Always at last.

In MLA

Levenstein, H.A. Revolution at the Table: The transformation of the American Diet. Berkeley: University of California Press, 2003.

*> For two authors:

Thapalia, Ramesh Kumar, ^{and} Gopal Karki

*> For three authors:

Thapalia, Ramesh, Gopal Karki, and Kshitiz Baral.

*> APA formats of page 3:

1) One Author:

Gladwell, Malcolm. (2008). Outliers. New York: Little Brown and Company. Print.

2) Two or three authors:

Davis, Jason, and Rhonda Liss. (2006). Effective academic writing 3: The essay. New York: Oxford UP. Print.

3) More than 3 authors:

Levinston, Daniel J., et al. (1978). The seasons of a man's life. New York: Alfred A. Knopf. Print.

4) Editor(s):

Lonner, Walter J., and Roy Malpass, ~~(1994)~~ eds. (1994). Psychology and culture. Boston: Allyn and Bacon. Print.

5) Newspaper Article:

Galeano, Eduardo. (22 May 2011). "Messi is Barcelona's boy genius." New York Times: NL. Print.

* From the 12 passages, do the following points (1st page)

→ 2 times reading of each passage

→ Note making

→ Summary

→ Solve question of one in 150 words

1) Mother of a traitor

What was the conflict in the mother's mind & how did she resolve it?

2) Knowledge & wisdom

What is the difference betⁿ knowledge & wisdom? Answer it with respect reference with the text 'Knowledge & wisdom'!

4) Note making:

a) The mother of a Traitor;

1. Mamma Marinna's son

1.1 Enemical towards own country

1.2 Wants his fame all over the country

1.3 Earns his title through fear and destruction.

2. Mamma Marinna

2.1 Not happy about her son

2.2 Thinks herself as mother of a son and citizen of country

2.3 Finds her son heartless

2.4 Being called mother of traitor gives pain

3. Conflict and its resolution

3.1 Visits son to convince he is no hero

3.2 Ends his life with a heavy heart

3.3 Takes her own life as well.

b) Knowledge and Wisdom?

1. Knowledge

1.1 Acquisition of data and information

1.2 Acquired through effort

1.3 Knowledgeable person knows what and why

1.4 Benefit for all

2. Wisdom

2.1 Practical application and use of knowledge

2.2 Highest stage of consciousness

2.3 Main aim of education

2.4 Approach towards impartiality

2.5 End of all human endeavors

3. Knowledge and wisdom

3.1 Knowledge without wisdom harmful

3.2 Knowledge can be taught but not wisdom

3.3 Increase of knowledge and skill leads to necessity of wisdom.

5) Memo Report:

Memo Report

Department of Civil Engineering
Pulchowk Campus
Lalitpur

Inter-Office Memorandum

Date: 17th June, 2018

TO: HOD

From: DHOD

Subject: Functioning of Hydro Lab

Please refer to your Memo No. HOD/P/18 dated 16th August asking me to examine the complaint against functioning of hydro lab and to suggest measures for improvement, if necessary.

Findings:

Interaction with students and laboratory personnel has established the following complaints to be genuine.

- Date _____
Page _____
1. The equipments in the lab are old and the equipments required as a part of new curriculum are absent.
 2. The present equipments and machinery are not regularly maintained so some of them perform inefficiently and some don't work at all.
 3. There is no provision of backup power supply so lab activities cannot be completed in the provided time.

Recommendations:

1. The operations and maintenance committee should be directed to ensure the timely maintenance of the equipments of hydro lab for their smooth functioning.
2. A part of the funds from foreign countries may be utilized for the purchase of brand new machinery required as per the new curriculum.
3. Provision of backup generator should be made for times of load shedding periods.

Kamal Bista

6) Letter Report

Department of Civil Engineering
Pulchowk Campus
Lalitpur

28th June, 2018

Prof. Dr. Gokarna Bahadur Motra
Campus Chief

Pulchowk Campus
Lalitpur

Subject: Hostel Inspection Report

Dear sir,

This letter is in reference to the survey conducted in 17th June, 2018 on the condition of Boys' and Girls' hostel for 1 week.

The inspection has been conducted according to the desired schedule and keeping the interest of students in mind.

1. Introduction

Hostel is an important place for the students. It is like a second home. It is a nice facility provided by the college for the students outside the college but is in limited number. Lately, there have been some complaints from the students of hostel about the environment of hostel.

2. Hostel

2.1 Girls' Hostel

Girls' hostel was comparatively clean. Its outside as well as inside area were clean. There was not much complaints from the students as well as hostel staff. Students were punctual with rules and regulations of the hostel.

2.2 Boys' Hostel

Boys' hostel was comparatively stained. The beds were unmanaged and cigarette butts were seen on back side of the building. Punctuality of hostel students was questioned by the hostel staffs and minor disputes were also caused inside the hostel premises related to politics. Junior students also complained about loud noises after midnight making them difficulty in sleeping.

3. Measures to be taken for improvement :-

3.1 Formulation of strict rules

Making rules about prohibiting illegal entry of students in hostel and punctuality can be done.

3.2 Cleaning programme

Participation of the hostel students for cleaning the hostel surrounding may be done for a clean environment around hostel.

3.3 Preference to study

Only study related activities should be allowed inside hostel. Other activities such as music practice and meetings should be conducted outside the hostel.

4. Conclusions:

From the survey, it can be concluded that environment of hostel need to be improved especially for boys and many further measures need to be taken.

Hope this report covered all desired aspects.

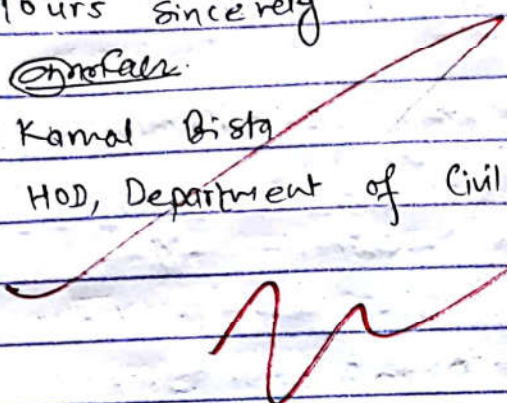
Thank you.

Yours sincerely

Kamal Bista

Kamal Bista

HOD, Department of Civil Engineering

A large, stylized handwritten signature in red ink, written over the printed name and title.

Unit-1

x Writing x

* Writing Reports

1) Formal

2) Informal

1) Formal report:

* Parts/Components:

I. Preliminary section

- a. Coverpage
- b. Letter of transmittal
- c. Title page
- d. Acknowledgements
- e. Table of contents
- f. List of figures and tables
- g. Abstract/Executive summary

II. Main Section

- a. Introduction
- b. Discussion
- c. Conclusions
- d. Recommendations

III. Documentation Section

- a. Notes (Contextual/ Foot notes)
- b. Bibliography
- c. Appendix (A, B, C):

I. Preliminary Section:

a) Coverpage: In the context of report writing, coverpage refers to an external cover of a report. It has two major requirements to fulfill, firstly it should require to protect the report which is considered to be an important document, the product of a very hard work and also an important document containing very imp. information obtained through a rigorous research, in this sense, the coverpage needs to be designed making sure that it is durable. Secondly, the coverpage is required to be very impressive in its physical layout, so that the audience, viewers and the judges can be impressed at the very first glance over it. Apart from this, a coverpage is also required to display some imp. details including category of report, title of report, name and post of the person who has submitted it followed by his or her institutional address and date of submission. A sample has been given below:

REPORT NO.: 101
=
A
REPORT
ON
THE CAUSES OF AIR POLLUTION
IN KATHMANDU
• =
SUBMITTED BY
Kamal Bista
Chairman
=
COMMISSION FOR STUDYING THE CAUSES OF AIR POLLUTION
IN KATHMANDU
=
May 1, 2018

Ex: Suppose you are the chairman of a committee formed for investigating the impact of shortage of clean drinking water in your local town and you are going to submit your report soon. Design a coverpage for your report.

⇒

REPORT NO: 25

A
REPORT
ON

IMPACT OF SHORTAGE OF CLEAN DRINKING WATER
IN CHAUDANDIGADHI

SUBMITTED BY
Kamal Bista
Chairman

COMMISSION FOR STUDYING IMPACT OF SHORTAGE OF DRINKING
WATER.

IN UDAYAPUR

May 2, 2018

b) Letter of Transmittal: It is an official letter written from the authority or an individual to the concerned authority who is going to receive an official document such as report or proposal from him/her. It is written in formal style using polite expressions. It is very precise in length. It contains some details about what kind of document is being sent to his/her recipient and requesting him/her to accept it in a most polite manner.
Sample:

COMMISSION FOR POLLUTION STUDY
DHUMBARAH, KATHMANDU

(~~आफ्नै~~ आफ्नै)
Your ref.

our ref.

Date: May 5, 2018

The Mayor
Kathmandu Metropolitan City

Subject: Submission of a Report

Dear Sir,

With due respect, I would like to inform you that a report entitled 'Study on the impact of shortage of drinking water in Kathmandu' prepared by a commission under my chairmanship has been submitted. Therefore, I humbly request you to accept it.

Looking forward to hearing from you soon.

Yours faithfully
Kamal Bista
Chairman

Ex: Suppose that you are the chairman of a commission formed for studying the effect of noise pollution on the school-going children in your town, and you are going to submit your report soon. Write a letter of transmittal for submitting your report.

⇒

COMMISSION FOR POLLUTION STUDY

CHAUDANDIGADHI, UDAYAPUR

Your ref.

Our ref.

Date: May 6, 2018

The Mayor

Chaudandigadhi Municipality

=

Subject: Submission of a Report

=

Dear sir

With due respect, I would like to inform you that a report entitled 'Study on the effect of noise pollution on the school going children in Chaudandigadhi' prepared by a commission under my chairmanship has been submitted.

c) Title page: It is much similar to coverpage in its physical layout, however, it differs from coverpage to a certain extent. In the title page, we generally include at least two additional details which the coverpage does not contain. These additional details included in titlepage are name and post of the authority by whom the report was approved and the name & post of the authority for whom the report was prepared. A sample has been given below:

⇒

Report No. 104	
REPORT NO: 104	
=	
A	
REPORT ON	
ON	
THE STUDY OF THE CAUSES OF AIR POLLUTION	
IN KATHMANDU	
=	
PREPARED FOR	
G.P. RAUT	
GENERAL MANAGER	
=	
APPROVED BY	
T.P. LAMA	
MANAGING DIRECTOR	
	PREPARED BY
	C.N. PANDEY
	ASSISTANT ENGINEER
=	
CENTER FOR POLLUTION STUDY AND CONTROL	
KATHMANDU	
=	
May 28, 2018	

d) Acknowledgement: It refers to an act of acknowledging the help & assistance obtained from diff. individuals on various occasions. In course of writing a report based on a research, the author of the report may want to acknowledge the help and assistance that he/she has obtained from various personnels on various occasions right from the moment he/she started the research until he got his report published. While writing acknowledgements, sufficient attention has to be paid on making the language very polite and arranging the names and posts of the people whose help is going to be acknowledge in proper sequence. A sample:

ACKNOWLEDGEMENTS

I am would like to extend my cordial gratefulness to Prof. Dr. Bhupa Prasad Timilsena, my respected supervisor, for his invaluable scholarly guidelines, encouragement and inspiration which have been proved really precious for me to complete my research.

I am equally indebted to Prof. Dr. Shitambara Aahal, the head of Department, for her consistent co-operation, support, love and care throughout the prolonged duration of time that I had to devote in various experimental works.

My thanks are ^{also} due to my dear parents and family members for their untiring moral and physical support as well as enduring patience.

Last but not the least, my thanks goes to Ms. Pallavi Upadhyaya, the Graphic designer and computer operator of Universal Computer corner, without whose co-operation I could never have expected to prepare the present report in this shape.

clw> Suppose you are the chairman of a committee formed for investigating the impact of flood in your local vdc or municipality and you are going to submit your report soon. Write acknowledgements for your report.

⇒

ACKNOWLEDGEMENTS

I would like to express my sincere gratitude to Dr. Dipesh Shinkhade, my respected supervisor, for his invaluable guidelines, encouragement and inspiration which have been proved really precious for me to complete my report.

I am equally indebted to Mr. Biswas Adhikari, the head of the Disaster Risk Management of Chaudandigadhi Municipality for his consistent co-operation, support, love and care throughout the prolonged duration of time that I had to devote in various experimental works.

My thanks are also due to my parents, family members and friends for their untiring moral and physical support, as well as enduring patience.

Last but not the least, my thanks go to Ms. Madhuri Shrestha, the Graphic Designer and Coverpage designer and Mr. Madan Tiwari, the computer operator of Professional Computer Institute, without whose co-operation, I could never have expected to prepare the present report in this shape.

e) Table of Contents: Table of contents is simply a list of topics and sub-topics arranged chapterwise with page numbers on the right hand margin indicating where each of those topics and sub-topics lie in the main body of the report. It will help the readers and viewers to locate the desired topic in a more economical manner in terms of the consumption of time in turning over the pages of a voluminous report. A sample has been given below:

⇒

TABLE OF CONTENTS

Abstract	(i)
Acknowledgements	(ii)
1. Introduction	1
1.1 Background	2
2. Literature Review	5
3. Methodology	12
4. Discussion	15
5. Results	21
6. Conclusions	27
7. Recommendations	31
References	I
Appendices	II

f) List of figures and tables:

Like table of contents, list of figures and tables also presents a list of different diagrammatic representations displaying data. It helps the readers to find out the tables and figures of their choice in a relatively shorter period of time and helps them to economize their time and energy in finding the desired table, graphs, charts or figures. A sample:

LIST OF TABLES

S.No.	Table No.	Page No.
1.	Table No. 1: Population	5
2.	Table No. 2: Sites Visited	19
3.	Table No. 3: People Interviewed	27

g) Abstract / Executive Summary:

The terms abstract and summary mean more or less the same thing in almost every dictionary. We find these two terms defined as a shortened version of a lengthy text. However, there are some significant differences betⁿ these two terms in their applications. Summary has a broad sense and it is quite general. Any text written by reducing the size of its original one is considered to be a summary while abstract is a more technical term used mostly in technical documents such as reports, thesis, proposal, research articles, seminar papers, etc. An abstract ^{is} generally more precise than a summary. It is just 2-5% of its original one but summary is 1/3 the size of its original one. An abstract of a report presents an overview of the main things like topic of report, objectives, methodology, findings/conclusions, and suggestions briefly stated. A sample has been given:

Abstract

This report contains the details of the findings of the research entitled 'Study on the causes of the Air pollution in Ktm' which was carried out in order to explore the major factors responsible for causing air pollution in Kathmandu, the capital city of Nepal. Based mainly on the primary sources of data specifically observation and interview, it reveals the fact that there are numerous factors playing major roles in polluting the air in this city. According to the findings of this research, rough and dusty roads, open drainage, open air toilets, unsystematic human settlements, over-population,

fast growing numbers of vehicles, workshops, industries and factories as well as heavily polluted rivers and streams are main causes of air pollution in Kathmandu. It also suggests that negligence in the implementation of remedial measures may cause devastating consequences in the days to come.

(w) Suppose you are the chairman of a committee formed in order to investigate the impact of drinking contaminated water on the health of the public in your local town and you are writing report to submit it to the concerned authorities. Write an abstract for your report.

=
Abstract
=

⇒ This report contains the details of the findings of the research entitled 'Study on the impact of drinking contaminated water on the health of public in Chaudandigadhi' which was carried out in order to explore the health related problems arising in the public due to contaminated drinking water locally available in the river.

II) Main Section:

a) Introduction:

In the context of writing report, introduction is considered to be one of the major components. Unlike the introⁿ of an ordinary document such as essay, the introⁿ of a report is much more comprehensive and contains several sub-components within it. Generally, the introⁿ section of a report contains the sub-components like background, objectives, methodology, limitations of study, significances of study and even literature review. A brief sample has been given below:

⇒

Introduction

Background

Air pollution is one of the most serious environmental problems in Kathmandu at present. The problem of air pollution arose in this city along with the process of modernization and urbanization of this ancient hilly city. With the fast pace of expansion of this city and the modernization process, the pace of air pollution also grew very rapidly. Day by day, this problem has begun to create havoc and health hazard in the thousands of people especially, children and the elderly people have been the victims of various air-borne diseases, respiratory problems leading to lung cancer.

Objectives

General objective

The general objective of this research is to investigate the major causes of air pollution in Kathmandu.

=

Specific Objectives

The specific objectives of this research are:

- a) to find out the causes of air pollution in Kathmandu.
 - b) to explore some remedies to this problem, and
 - c) to suggest the concerned authorities and agencies how this problem can be mitigated or minimized.
- =

Limitation of the Study:

The present research is limited to the investigation of the causes of air pollution in Kathmandu. It is also limited to primary sources of data basically observation and interview. In order to collect the necessary data, altogether five most badly affected locations including Kalimati Chowk, Thapathali Chowk, Putalisadak Chowk, New Road and Thamel have been chosen for collecting the necessary samples of the air.

=

Significance of Study:

The result of the present research is expected to be highly beneficial to the local people, ^{health workers & local leaders} health workers, researchers, students, and scholars equally. It may certainly help the government authorities to identify the most severely affected areas and people in Ktm and provide them with the necessary remedial services immediately and take some steps in the direction of mitigating the problem.

b) Discussion:

Discussion is also one of the major components of a report. It contains the details of data collected through various sources in discussion section, the data available are displayed through different varieties of illustrative devices such as tables, graphs, charts, diagrams, and figures. It may also contain a very critical analysis and interpretation of data leading the researcher to a logical conclusion. A sample has been given below:

Table Above

Discussion

The table given above contains the presentation of data collected through various sources. It shows that there are numerous factors causing air pollution in Kathmandu. According to the data presented in the above table, the maximum amount of (40%) of air pollution in this city is caused by the rough and dusty road followed by open drainage (30%), improperly managed garbage and sewage (20%), old and out-dated vehicles (5%) and factories, industries, workshops (5%) respectively. It is also that the rate of growth of air pollution in Kathmandu is enormously high which is really frightening. If the ^{ent}present rate of growth of air pollution continues unchecked in future, Kathmandu will no longer remain a suitable place for human habitation by next 20 years.

c) Conclusion:

Conclusion is another major component of a report. It contains the details of what the researcher has concluded from the observation, study, analysis, and interpretation of the existing data. Conclusion is also known as inference or deduction existing proof and existence and scientific analysis. In most of the reports, we find results, findings and conclusions given under a single heading/topic. Because they contain details which are interrelated and have similar functions. A sample:

=

= Conclusion =

=

from the analysis and interpretation of the existing data, it can be concluded that there are numerous factors responsible for causing air pollution in Kathmandu. It can also be concluded that the problem of air pollution in this city is increasing at an alarming rate. It is increasing so fast that the environment, especially the quality of air in Kathmandu is likely to be deadly poisonous and Kathmandu, the capital city of modern Democratic Republic state, is sure to be converted into a death-trap for her entire populace within a short duration of 20 years. Therefore, an ~~the~~ immediate action has ~~not~~ been very urgent for saving Kathmandu from being so.

d) Recommendations:

In the recommendation section of a report, the author will express his/her ^{suggestions} ~~thanks~~ and ~~gratefulness~~ to all the people from whom he/she has obtained help and assistance during his/her research until he/she got the report published. The suggestions to the authorities for minimizing and controlling the existing problem. The arrangement of items of suggestions is generally made point-wise, arranging each item in a most sensible and systematic order according to the level of their priority. The most important suggestion will be enlisted first followed by the other less important ones. A sample has been given below:

Recommendations

For the control and remediation of the existing problem of air pollution in the city of Kathmandu, following suggestions have been recommended:

1. The rough and dusty road should be black-topped immediately.
2. The old vehicles with outdated engines should be banned.
3. The open and ^{damaged} drainage should be repaired or replaced soon.
4. The garbage and sewage dumped at the roadsides should be removed or scientifically managed immediately.
5. The open public spaces should not be littered.
6. Very strict rules should be made for saving these

places from being used as public open toilets.

7. Those found guilty should be held and punished strictly.

8. Rivers in Kathmandu should be kept clean.

III) Documentation Section:

According to the convention of research, the data, details and quotations which the researcher has borrowed from the books, journals, research articles, reports & other kinds of research documents need to be documented in a proper & scientific manner, as suggested in MLA or APA system of citation to avoid plagiarism, which is kha a kind of violation of copyright laws. In other words, while including the quotations, data and details borrowed from the research docs of other writers, it is necessary for a researcher or the writer of any report and research document to indicate their sources very clearly. Various kinds of details including the writer's name, title of book/journal, publisher's name & address, page numbers, edition and volume number need to be mentioned. This is kha documentation. It can be done in diff. ways and place as mentioned below:

1) Notes:

The author of a report or a research doc. can document the sources of borrowed data, details & quotations in two types of notes, firstly contextual note which refers to the inclusion of the writer's last name, yr. of publication or page no. in brackets immediately after

the quotation enclosed in quotation marks inside the main body of the report itself. Secondly, footnotes which refers to the inclusion of the same details indicating the sources given at the bottom of the same page.

2) Bibliography:

"~~the~~ works ~~cited~~ and references are the alternative terms mostly used interchangeably. No matter which ever term we might used, these terms refer to the practise of ~~listing~~ the title of book, journals, magazines, research articles, Seminar papers, reports, thesis and any other research documents from which the writer of report has borrowed some data, details & quotations. In the bibliography references & work cited, various details including writer's name, title of book, journal & other docs, publishers name & address, year of pub, page no., volume, & edition no. are mentioned in alphabetical order according to the writers ~~last~~ last name. While preparing bibliography ref or work cited, there is a practise/system of applying either MLA system or APA system.

A sample has been given.

Bibliography

1. Acharya, T.P (2010). Basic Mathematics.
Kathmandu: Kantipur Publication.
2. Bhatta, C.P (2009). Fundamentals of Mathematics. Bhairahawa:
Lumbini Publication.
3. Chhetri, D.P (2008). Elements of Mathematics. Pokhara:
Bindarasini Publication.

3) Appendix:

In a very simple term, appendix is an additional part or component which is appended to the research document. Appendix generally contains some less important details, data and documents which could not be incorporated in the main body of research document either because of lack of space or because of lack of preference. Appendix may have categories such as -

- Appendix - A
- Appendix - B
- Appendix - C, etc.

If appendix-A contains tables, appendix-B may contain graphs & app-C may contain the official documents exchanged betⁿ the authorities & the researcher.

Writing Proposals

*> Types:

- I) 1. Solicited proposal (selected through competition)
2. Unsolicited " (relative of the authorities)
- II) ~~1~~ 1) Sales " (who wants to sell the capability, knowledge)
2) Research / Academic "

*> Sales / Technical proposal:

*> Parts / Components

1. Title page
2. Abstract
3. Statement of the problem
4. Rationale
5. Objective
6. Methodology
7. Cost Estimate / budget
8. Time Management / Schedule
9. Evaluation / follow-ups - ups
10. Works cited Page

II) Informal Report:

- i) Letter Report
- ii) Memo Report

Other Reports:

- ✓ 1) Progress Report
- ✓ 2) Feasibility Report
- 3) Empirical / Scientific / Technical / Research Report

i) Letter Report:

Parts / Components:

1. Letter head
2. References (your / our Ref)
3. Date
4. Inside Address / Receiver's Address
5. Subject
6. Salutation
7. Introduction
8. Discussion
9. Conclusion
10. Recommendation
11. Subscription
12. Signature
13. Writer's name
14. Writer's post

Letter

Report

ii) Memo Report:

Parts / Components:

1. Heading
 - a. To:
 - b. From:
 - c. Date:
 - d. Subject:
2. Introduction
3. Discussion
4. Conclusion
5. Recommendation

Memorandum

Report