



THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Re-accredited (2nd Cycle) by NAAC with Grade “A”, CGPA – 3.46 on a 4-point scale

Backlog Arrear Examination, March 2021

RPS 3201

SKILLS FOR ACADEMIC REPORT WRITING

Time: 2 hrs.
Max. Marks: 60

Answer any FOUR of the following, each question not exceeding THREE pages. (4 x 15 = 60)

1. Describe in detail the common reports required for students.
2. Give a detailed account on the means of handling information.
3. Explain the preparatory steps to be undertaken before writing a report ?
4. How to analyze information for report writing ?
5. Elaborate different elements involved in presenting a report.
6. “Plagiarism is an unethical practice” – Justify your views on its implications.