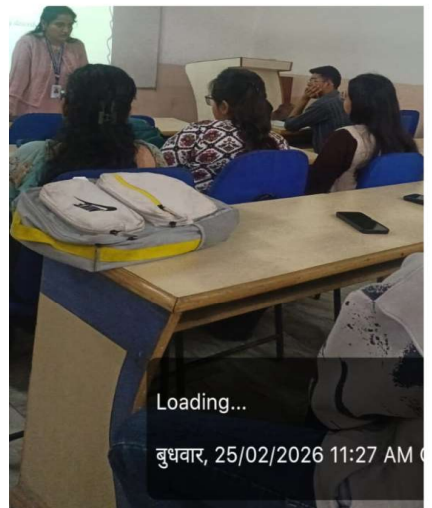


# THE ART OF TECHNICAL REPORT WRITING

FEBRUARY 25, 2026 (WEDNESDAY)



A self-driven IIC workshop was conducted on Technical Report Writing was conducted by Dr. Vinki Rani, Assistant Professor, GIBS on 25<sup>th</sup>Februaury 2026 to guide students on the essential aspects of writing effective technical reports. The session focused on helping students understand the importance of presenting research findings and analytical information in a clear, structured, and professional manner.

Dr. Vinki began the session by explaining the significance of technical report writing in academic, research, and professional fields. She emphasized that technical reports are an important medium for presenting facts, research outcomes, and analytical insights systematically and objectively. She then discussed the key components of a technical report, which include the title page, abstract, introduction, methodology, findings, conclusion, and references. By explaining each section in detail, she helped students understand how a well-structured report improves readability and credibility.

During the lecture, Dr. Vinki highlighted the importance of clarity, precision, logical organization, and the use of formal language in technical writing. She also shared valuable tips on how students can enhance their writing skills by maintaining coherence, avoiding common mistakes, and ensuring objectivity in their reports. In addition, she explained the importance of proper formatting standards and citation practices to maintain academic integrity. She also discussed how the effective use of visual elements such as tables, charts, and graphs can improve the presentation and understanding of data in technical reports.

The session was interactive and engaging. Students actively participated by asking questions related to report structure, presentation of data, and academic honesty. Dr. Vinki addressed their queries with practical examples and useful suggestions, which helped students gain a clearer understanding of the topic. The lecture proved to be highly informative and beneficial for the students. It enhanced their knowledge and skills related to technical report writing and provided them with practical guidance for preparing structured and professional reports. The session was well received and appreciated by all participants, contributing positively to their academic and professional development.

**FLYER OF THE EVENT**

<b>TYPE OF EVENT</b>	IIC
<b>VENUE</b>	Room No. 607, GIBS
<b>TIME&amp; DURATION</b>	11.00 am onwards
<b>CONDUCTED BY</b>	IIC - GIBS
<b>ORGANISED FOR</b>	MBA Sem 2, BBA – E6A & E6B
<b>NAME OF THE COORDINATOR</b>	Mr. Rajesh Makol
<b>ATTENDANCE</b>	40 Students
<b>RESOURCE PERSON</b>	Dr. Vinki Rani, Assistant Professor, GIBS

<p><b>OBJECTIVES OF THE EVENT</b></p>	<ol style="list-style-type: none"> <li>1. To familiarize students with the concept and importance of technical report writing in academic and professional contexts.</li> <li>2. To develop students' skills in structuring and organizing technical reports effectively.</li> <li>3. To enhance students' understanding of formal writing style, clarity, and precision required in technical documentation.</li> <li>4. To guide students on essential components of a technical report such as abstract, introduction, methodology, findings, conclusion, and references.</li> </ol>
<p><b>LEARNING OUTCOME</b></p>	<ol style="list-style-type: none"> <li>1. Students gained a clear understanding of the structure and format of technical reports.</li> <li>2. Students learned the importance of clarity, objectivity, and logical presentation in report writing.</li> <li>3. Students developed awareness about academic writing standards and professional documentation practices.</li> <li>4. Students understood how to present data, findings, and analysis in a systematic manner.</li> </ol>
<p><b>SHORTFALL DURING EVENT</b></p>	<ol style="list-style-type: none"> <li>1. Technical Difficulties: There were minor technical difficulties with the audio-visual equipment which caused brief interruptions during the presentation.</li> </ol>
<p><b>LINK OF ONLINE VIDEO</b></p>	<p><a href="https://youtu.be/PvyOgFPThlc">https://youtu.be/PvyOgFPThlc</a></p>

**PREPARED & SUBMITTED BY: MR. RAJESH MAKOL, ASSISTANT PROFESSOR,  
GIBS**