

 Lecture Notes	<b>Name Of Lecturer: Augustine Momoh. Turay</b>
	<b>Course Title: General English</b>
	<b>Course Goal: The goal of this online teaching is to allow students have access to learning materials in order to master Concepts in General English, which in turn will help them speak and write good English.</b>
	<b>Class &amp; Semester: HTC 1<sup>P</sup>-2<sup>nd</sup> Semester</b> <b>Course Status: Core</b>
	<b>Course Code: General English</b> <b>Credit Hours:2</b>
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<b>Date &amp; Time: 15-05-2020</b>	
<b>Topic: How to write a report</b>	
<b>Week : 7</b> <b>Lecture No.: 7</b>	
<b>Learning Objective: By the end of this online teaching student are expected to:</b> <ol style="list-style-type: none"> <li>Explain what report writing is all about</li> <li>List and discuss the feature of report writing.</li> </ol>	
<b>Week 7</b> <b>Questions:</b> <b>1a. What is a report?</b> <b>1b. List and discuss the steps taken in writing a report</b>	<b>Week 7</b> <b>HOW TO WRITE A REPORT</b> <p>When you are asked in your department or area briefly outlined the purpose, audience and problem or issue that your report must address, together with any specific requirement, format or structure, you should generally do initial preparation. Planning and research report structure, style and chocking.</p> <p>By initial preparation, it means that you should analyze brief and fully understand your topic and its purpose. By planning and research it means that you have to decide thebasic frame work and jot down your initial thought, through brainstorming, which you can eventually group together and end up deleting or discarding the relevant points. The activity should thus enable you to put together a fairly basic structure that you can start your research work from may be by simply asking yourself w3hat you need to find out and from there go straight into your findings.</p> <p>By style that means that your language should be correct by using past tense forms and impersonal pronouns instead of personal pronouns.</p> <p><b>WRITING OF MINUTES</b></p> <p><b>MINUTES:</b> This is an official written record of what is said and decided at a meeting which is usually prepared by a secretary or someone who serves as a secretary.</p> <p><b>HOW TO WRITE MINUTES OF A PAST MEETING:</b></p> <ol style="list-style-type: none"> <li>Every minute should have a heading or caption that show the name of the meeting, such as a staff meeting, board meeting, union/descendant meeting, and executive meeting or any other nature of meeting. The caption should show the date and the place where the meeting was held and the whole thing should be</li> </ol>

underlined.

2. There should be an opening statement coming after the caption, which should be an expansion of the very caption.

3. The opening statement should be followed by the agenda of the previous meeting for which minutes have been prepared, as well as names of members that were in attendance of the meeting. (and where applicable the names of absentees who were supposed to be present).

4. The minutes should make mention of the salient things done/discussed/raised under deliberation of the various items on the agenda in a sequential order without forgetting to quote names of people who made salient contribution during such deliberation.

5. The minutes should contain records of all decisions or resolutions taken including appointment or elections of official(s).

6. Finally, the minutes should show the date that the (past) meeting was adjourned to the names of those that proposed the adjournment of the meeting and the time that the meeting comes to an end.

### **WORDS THAT SHOULD NOT BE USED WHEN PREPARING MINUTES.**

1. Minute writing is a very formal writing; therefore the language or the word used in writing minutes must be formal. As a result of this, there should not be any informal

English symbol, slang or contractions (like, couldn't, wouldn't, didn't, weren't etc).

2. Since it is a record of a past event, it should not contain present tense verbs in the exception of where grammatically allowed/correct as in the natural happening or state of being. That is to say, present tense forms like do, make, say, speak etc. should not be used. Instead their simple past tense and past perfect forms like did, done, made, was, said etc. Should be used e.g. Instead of saying 'when she was nominated for the position of secretary, she said that she is not interested', you should say 'when she was nominated for the position of a secretary, she responded that she was not interested' or most simple, 'she declined the nomination'.

3. Apart from changing present tense verbs (like is to past tense verb (like was) when writing minutes (for a past meeting, there are some other words, also that must be changed to some other ones. For example, in writing minutes, the word us must be change to them; here must be changed to there; today-that day, tonight-that night,

this-that, these-those, our-there, last week/month/year-the previous week/month/year, ourselves-themselves, now-then, will-would, ago-before, tomorrow-the

following day, us/we to (the) members present or write the names of the persons being referred to as us/we if they are two or three (when applicable), me-him/her or write the name of the person that is being referred to as 'me'; I-he or write the name of the person being referred to as I.

### **WRITING QUERIES AND RESPONDING TO THEM**

Query letter is a heavy official letter usually written by an authority or a body of people in authority to subordinate/writer, in which an explanation is demanded from him/her

for failing to perform a duty, for doing an act of corruption, for communicating a

professional misconduct or any other foul thing of the sort.

### **HOW TO WRITE A QUERY LETTER**

Because a query letter is a formal letter, it should carry all the features of a formal letter, that is:

- i. It should have two (2) addresses, which are the office address of (you) the writer at the top right hand corner, and the office address of the person written to at the left corner written below (you) the writers address.
- ii. It should have a formal greeting such as, Dear sir or Dear Madam depending on the sex.

It should have a reference topic heading or caption written in the next line after the greeting. Example 'Query Letter'.

- iv. The subscript or the closing salutation should be the next to come. And this should be (strictly) be 'yours faithfully' followed by the signature of (you) the writer and you full name.

- v. The caption or reference topic should be immediately followed in the next line by the body of the query of itself. This should be a long one and should be very formal in language style or diction.

- vi. Finally, if a copy or copies of the query letter are to be sent to other authorities or connected people with the issue of the query this should be indicated (usually in the left) after the writers name, by writing the name of such people to whom copies of such query letter are to be sent for their knowledge about the query.

**Summary:** however, we have discussed report writing, how to write a minutes, queries to name but a few were all discussed in the online notes.

#### **Assignment:**

1. Prepared a query letter for a staff who have refused to attend for duty.
2. What are the steps to follow in writing:
  - a. Minutes
  - b. Reports
  - c. Queries

#### **Further Reading:**

Public speeches.

#### **References:**

Lynn M. Berk (1999) English Syntax: From Word to Discourse: Oxford University Press

