



INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

NOTICE

DATE:- 15-02-2022

This is inform all the students and faculty members that the one day seminar based on “**The Report Writing Journey: From Planning to Proofreading**” will be delivered by Dr. Ajit kiran kaur ,principal, school of pharmacy, monad university, hapur.

Venue: seminar hall

Date: 24-02-2022 (Tuesday)

Time: 12.00 pm – 2.00 pm



Principal

Copy to :- 1. Academic Director

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Report on Seminar

Topic: "The Report Writing Journey: From Planning to Proofreading"

Date: 24-02-2022

Venue: Seminar Hall

Speaker: Dr. Ajit kiran kaur

Introduction

Report writing is a crucial skill in both academic and professional settings. This seminar explored the entire process of report writing, from the initial planning stages to the final proofreading, providing participants with a comprehensive understanding of how to craft effective and polished reports. The seminar aimed to equip attendees with the knowledge and tools necessary to navigate the report writing process efficiently, ensuring clarity, coherence, and professionalism in their final documents.

Objectives: To guide participants through the stages of report writing, highlighting best practices, common challenges, and practical tips for producing high-quality reports.

Seminar highlight:

- Planning Your Report
- Research and Data Collection
- Writing the First Draft
- Revising and Editing
- Revising and Editing





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Conclusion

- **Summary:** The journey of report writing is a structured process that requires careful planning, thorough research, clear writing, and meticulous proofreading. Each stage plays a critical role in ensuring the quality and effectiveness of the final document.
- **Final Thoughts:** By following the steps outlined in this seminar, participants can enhance their report writing skills and produce professional, polished reports that meet their intended objectives.





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Photographs



Figure1: Photographs of honorable speaker presented valuable lecture on "The Report Writing Journey: From Planning to Proofreading"





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Figure 2: Photograph of faculty members with students attending a seminar on "The Report Writing Journey: From Planning to Proofreading"

