

CIVIL ENGINEERING DEPARTMENT

A Technical Session

On

**How To Write A Technical Report and prepare its power
point presentation**

Civil Engineering Department, CGPIT, UTU had arranged a technical session for Diploma 5th Sem students of Civil Engg. at D – 105 on 25/07/2018 at 1:55 – 3:30 p.m. The session was organized by Assistant professor Grishma Thaker in coordination with Asst. Prof. Nikahat Samnani and Asst. Prof. Dimple Desai. Around 31 students attended the session.

The aim of arranging this session is to provide necessary guidance to students about technical report writing and preparing its presentation.

Asst. Professor Nikahat Samnani delivered a talk about preparation of effective presentation about summer internship and project preparation. She gave guidance about flow of presentation, incorporating meaningful points of training and project and way to present a presentation.

Asst. Professor Grishma Thaker elucidated about effectively writing a technical report, and the data required for any technical report writing and its sources to collect. Explanation about the format of report, content in report and details to be incorporated were done.

Asst. Professor Dimple Desai delivered guidance for effective use of Microsoft office tools. She explained students' different Microsoft word and power point presentation tools, which would help them to write report and prepare a technical as well as project report.



