Summary for Chapter No. 01

TYPES OF DOCUMENTS

1. Studies: (Studies – plural, study - singular) a document that consists of the observations made while looking at something very carefully is called as a study. For example, A study of thermal properties of Mild Steel, Cast Iron and High-Tension Steel. The other examples are Efficiency, Market, Bioethical, Environmental Impact, Research, Development and Analytical.
2. Guides: A guide is a document (or a book) that gives information about how to do something. For example, a user’s guide for a mobile phone. The other examples are Procedures, Tutorials, Training aids, Safety instructions, Benefits, Supplier review and Characterization reports.
3. Manuals: a book that provides the step-by-step procedure of using the equipment or materials safely, effectively and efficiently for a specific purpose is termed as a manual. For example, a manual for testing of highway materials. The other examples are User’s handbook, Maintenance, Repair, Policy, In-house product support, Operations and Instruction.
4. Standard Reports: The reports that have a common format within a defined area (university, offices, organization etc.) are termed as standard reports. The standard may be universal too. For example, a progress report of first year mechanical engineering students of University of California at Berkeley. The other examples of standard reports are Weekly, Annual, Lab, Inspection and Implementation.
5. Special Reports: A special report is the one with a format tailored to a specific purpose.

For example, a report regarding investigation of coal mines near Buraydah. The other examples are – Formal, Recommendation, Trip, Investigation, Site and Incident.

1. Technical Reports: A report that gives a detailed account of a specific technique or a specialized technological invention is defined as a technical report. For example, feasibility report on High Speed Train from Mumbai to Delhi. The other examples are Evaluation, Test methods, Troubleshooting, Specification and White papers.
2. Corporate: The corporate documents are those that are produced by a unified group of individuals like in a corporation (multi-national companies). For example, a proposal for constructing a metro line from Riyadh Check Point on Jeddah Road to Muzahimiyah. The other examples – Executive summaries, Abstracts, Contracts, Patents, Statements of work and Policy statements.
3. Publications: A publication is a document of findings that is made available to the people in a printed form. For example, a publication with the topic – A Literature Review of Ranking Methodology of Research Universities worldwide. The other examples of publications are Articles, Textbooks, Newsletters, News releases, Flyers, Marketing brochures and Catalogs.
4. Interoffice: The documents that are intended to be circulated amongst the office of a same parent organization are called as an interoffice document. For example, the notice regarding vacation from STC Headquarter to its employees in branches throughout the country. The other examples of interoffice documents are Memos, Letters, Updates, Announcements, Minutes, Bulletins, Warnings and Workshop reports.