REPORT WRITING
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➢ Help for Planning and Execution
➢ Result of Careful Investigation, thorough Thinking
Types of Reports

- Project Reports
- Survey Reports
- Laboratory Reports
- Technical Report
Benefits of Report Writing

Develops....

- Power of Discretion
- Organizing
- Judgment
- Communication
- Writing Abilities
Report Writing: Definition

What....

» Descriptive Account of an event carried back to a person not present on the scene.

» It’s a compilation of information collected, organized and written to convey a specific message.

» Formal statement of facts for a specific purpose.
Report Writing: Length

May vary from One Page to Hundreds of Pages depending on the nature and purpose of the report
Report Writing: Objectives

- To present a factual account of an accomplished work entrusted to you (Project Report)
- To record research findings after analyzing the collected information (Research Report)
- To present the findings of an experiment conducted in the laboratory (Lab Report)
- To record the qualitative analysis and the beneficial effects of a new product (Product Report)
Report Writing: Objectives

➢ To document current status and functioning of an institution or team (Inspection Report)
➢ To present information about the performance of a team or an organization (Annual Report)
➢ To present information about the performance of individuals in an organization for promotion or hike in the salary (Performance Report, Appraisal Report)
Report Writing: Components

Abstract or summary
Acknowledgements
Introduction
Objectives
Theory
Method or methodology or procedures
Results
Discussion or interpretation
Conclusion
Recommendations
References and or Bibliography
Appendices
Components of Report Writing: Introduction

➢ To say what the report is about
➢ historical background
➢ scope of study
➢ methods of collecting data and their sources
➢ authorization for the report and terms of reference
➢ organization of the material, definitions of special terms and symbols
Components of Report Writing: Discussion or Description

- The section discusses or describes the main business of the report.
- Usually it has several sections grouped under different headings and sub headings.
- The main function of this section is to present data in an organized form, discuss their significance and analysis and the results that come out.
Components of Report Writing: Conclusions

- Conclusion is to bring the discussion or description to a close.
- All conclusions must be supported by what has gone before nothing new should be included at this stage.
- If their number is large, they may be itemized in the descending order of their importance.
Components of Report Writing: Recommendations

- Suggest the future course of action.
- The busy executive may sometimes read only this part of the report and take decisions.
- Recommendations should be formulated after considering all aspects of the issue examined in the report.
Report Writing: Characteristics

- Factual Details
- Relevance
- Reader Orientation
- Objectivity
- Simple Language
- Precision
- Brevity & Clarity
- Format and Documentation
Report Writing: Strategies

- Planning a Report
- Drafting and Revision
- Style of Presentation
- Language
Report Writing: Resources


