

# 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

Contd...

- 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

1. Mohan, Krishna and Meera Banerji, Developing Communication Skills. 2<sup>nd</sup> Ed. Chennai, Macmillan Publishers India Ltd., 2009.
2. Farhathulla, T.M.Dr., English for Business Communication. Bangalore, Prism Books Pvt. Ltd., 2009.
3. Sharma, RC, Krishna Mohan, Business Correspondence and Report Writing: A Practical Approach to Business and Technical Communication. New Delhi, Tata MacGraw-Hill Publishing Company Ltd., 2003
4. Rizvi, Ashraf.J., Effective Technical Communication. New Delhi, Tata McGraw-Hill Publishing Company Limited, 2005