

Report Writing



What is a report?

- ✗ Reports are vital to the communicative needs of all types of organizations. They contribute to the decision making process at all organizational levels. Scientists, executives and professionals before they proceed further with their investigations, examine the existing reports in a specific area.



What is a report?

- ✗ Report Writing is a well-organized writing process that needs enough skill, research, and details.
- ✗ A Report may be defined as a statement or an account, either big or small, on some happenings, findings, observations or recommendations prepared either by an individual or by a group.



What is a report?

- ✗ A report may be oral or written. It may be prepared by a single individual or by a group of persons or a committee or a sub-committee. A report may be prepared at regular interval of time or only once.



What is a report?

- ✗ Report is a methodical, well planned document which outlines and evaluates a subject or problem, and which may include:
 - The record of an order of events
 - Explanation of the implication of these events or facts
 - Evaluation of the facts or results of research presented
 - Discussion of the consequences of a conclusion or course of action
 - Conclusions
 - References



What is a report?

✗ Reports must always be:

- Correct
- Crisp
- Clear
- Well-Structured





Importance of Reports:

Decisions are very often taken on many controversial and problematic issues based upon some reports. Members of an organization or a committee or a department, etc., can know many relevant and material facts about the organization or committee or group itself or of other organizations, committees or groups through reports thereon.

Characteristics or Features of a Report





Characteristics or Features of a Report

- × Precise
- × Accuracy
- × Only Facts
- × No Grammar Mistake
- × Relevance
- × Simple Language



Characteristics or Features of a Report

- ✘ **Unambiguous Language:** The report should be free from ornamental language. Unknown words, unfamiliar words and double meaning words should not be used while drafting a report.
- ✘ **Reader Orientation:** It is necessary to keep in mind the person(s) who is (are) going to read the report.



Characteristics or Features of a Report

- × Arrangement of Matters: The subject matter of the report should be symmetrically arranged.
- × Clarity



Types of Report Writing

Types of Report Writing

x Formal Report Writing

Formal Report Writing is pretty complex and time-consuming. Usually, it demands an immense research, explanation, references, links, lists and many other things to make the primary point clear enough for the readers. This type of report writing is usually preferred for an important incident, issue or matter by big organizations. Formal report writing is generally long and expensive.



Types of Report Writing

× Formal Report Writing

Cover

Title Of The Report

Table Of Contents

Summary

Introduction



Types of Report Writing

x Formal Report Writing

Discussion

Conclusion/Recommendation

Appendix

Reference/Bibliography



Types of Report Writing

- × Informal Report Writing
- × This type of report writing is comparatively easier and less time-consuming than the formal report writing. Here, you need to perform lesser research and it also includes lesser components.
- × The basic components of informal report writing include – Introduction, Findings, Discussion & Reference/Recommendations. Different organizations include more components to this type as per their requirements.



Format of a Report





Format of a Report

Heading

Date

Inside Address

Subject of the Report

Salutation

Body of the report

Complimentary Close

Enclosure (if any)

A vertical green pencil is positioned on the left side of the slide, extending from the bottom to the top.

Body of a Report

- × Introduction
- × Findings/ Investigation/ Methods
- × Conclusion
- × Suggestions

Sample Report



Sample Report

Question: Draft a report on the dilapidated condition of the building of your business establishment. Give suggestions about resolving the difficult situation.



Sample Report

Esskay Finance Company
Dalhousie Road, Pathankot
Phones: 245145, 201321

Sept 12, 2020

The Managing Director
Head Office
Esskay Finance Company
Court Road, Shimla

Subject: Dilapidated condition of our Pathankot office building.



Sample Report

Dear Sir

Regarding the subject specified above, I wish to submit the report as under:

Findings:

- ✘ Our office building is more than 20 years old. No repair has been made during this period.
- ✘ The roof is supported by wooden planks and crumbling pillars.



Sample Report

- x During the rainy season, the roof leaks, causing inconvenience to the staff members. Often precious documents lying on tables get damaged.
- x The floor is full of potholes. When the roof leaks, the potholes are filled with muddy water.
- x Moisture has seeped into the walls.



Sample Report

Suggestions:

- x The office should be temporarily shifted. The present building should be pulled down in the larger interests of the staff and the public. A new building should be built at its place.
- x Our present premises have no provision for parking of vehicles. While selecting the new site, the need for a parking slot must be taken into consideration.



Sample Report

- ✘ Our present premises are centrally located. We should shift to the new place only temporarily.
- ✘ A builder should be given the job of erecting a modern looking complex here, with all the basic amenities.



Sample Report

This is being submitted for your kind attention
and prompt action, Sir.

Report prepared by:
Manager





Thanks!