

Report Writing

- The word 'report' means 'to carry back' and has been derived from the Latin word 'reportare'. A report is the written way of communicating the results of an investigation.
- A report is a logical representation of facts and information.
- Report writing is an art which must be learnt through hard work, practice and effort.
- **A business report is an orderly, objective communication of factual information that serves some business purpose.**
- Generally, all types of memorandums, news items and letters come under the category of reports.

Purpose of Reports/Objectives of effective report writing

- 1) **To Evaluate Employee Performance:** A report is used to measure the performances of employees and also to suggest ways to improve their performances.
- 2) **To Help in Dealing with Changes in Business:** Reports help in understanding the dynamic business conditions and in utilizing those changes to the company's advantages.
- 3) **To provide Information:** The organizational plan is prep with the help of information provided in the reports.
- 4) **To Help in Coordinating:** Reports are used as a tool for establishing coordination among different departments of the organization.
- 5) **To Facilitate Record Keeping:** Reports serve as memorandum or records which are referred to in future in the decision-making process.

Structure of Report

A formal report generally contains the following points:

- 1) **Cover:** It provides first contact with the report to the reader. The first impression of the report is usually formed on the basis of report cover.

Subject: Communication

Topic: Report Writing

Notes by jpwebdevelopers.in

The cover of a report should not provide too many details but give only the clues of the content inside.

The cover page includes the following information in general.

- Title of the report
- Logo(If you have one)
- Team name and team number
- Team member's name
- Other necessary information

2) Title Page:

- This page gives the information to the readers about the Title of the report, its writer, and date of submission of the report.
- Title page is very important part of a report as it indicates essential information about the report and provides help in case of future need.

3) Table of Contents:

- It contains page numbers of the titles and subtitles of different sections of the report.
- Table of Contents enlists various section of report along with their corresponding page number.

4) Executive Summary:

- An executive summary is a brief overview of the report. It is prepared for non-technical readers (such as managers.).It gives an overview of the report.
- An executive summary similar to an abstract, but is generally longer. An executive summary generally runs within 2 pages; while an abstract, in most cases, may be just one paragraph.

5) Abstract:

An Abstract is a brief summary of a report. It is written for technical readers, and normally appears as a single paragraph.

6) Introduction

- It is a brief description of the problem, how it was approached and what procedure was used to solve it.
- It provides background information about the report and the project.
- It discuss the scope or range and background of work

7) Body of the Report

It gives all the information and required explanation regarding the report. Here all type of queries are taken and answered all questions beginning with what, how, where and why.

The following elements are included in the body of a report:

- Literature view.
- Methods used for data analysis.
- Findings of the report.

8) Conclusions and Recommendations

Conclusions are made on the basis of approval or disapproval of assumption. Any conclusions reached while writing the report, plus recommendations for what to do next (if required).

9) Bibliography and References

Bibliography and References are the lists highlight the books, reports, journals, articles etc , which have been referred while preparing the reports.

10) Appendix

Appendix is the set of all those materials that are supplementary to the report such as formulae, questionnaire, statistical tables etc.

If you have supporting material (e.g., raw data), add it to an appendix at the end of the document.

A single appendix can be titled as APPENDIX. If you have multiple items appended, they can be titles as APPENDIX A, APPENDIX B, etc.