



Short Report Writing

BY

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What is report ? ?

- ▶ to enable us to keep records;
 - to tell about failures and successes for ourselves, to keep on knowing what we are doing;
 - to let other people know about the developments so other people can be encouraged and informed & learn what we did;
 - to help researchers to do their work;
 - to determine further actions use for evaluation;

Types Of Reports:

- ▶ Long report.
- ▶ Shot report.

Short report:

- ▶ THE FORMAL REPORT;
- ▶ Short statement of facts
- ▶ Presented on a single page to a longer presentation taking several pages.
- ▶ Submitted in the form of a letter or memorandum. It does not carry a cover, table of contents or any special display.

Q: How to write short reports?

- ▶ Title Page.
- ▶ Abstract OR Summary.
- ▶ Introduction.
- ▶ Background.
- ▶ Discussion.
- ▶ Conclusion.
- ▶ Recommendation.
- ▶ Attachments.

1: Title Page:

- Name.
- Title of the project.
- Date.
- Any other necessary information.

2. Abstract or Summary:

- This section summarizes the report in paragraph of about 100-200 words.
- Emphasize the objective (which states the problem) and the analysis of the results (including recommendations).
- Avoid the temptation to copy a whole paragraph from elsewhere in your report and make it do double duty.
- Remember, the abstract should be a precise and specific summary -- give details.
- Support it later.

3. Introduction:

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- the introduction of a technical report identifies the subject, the purpose (or objective), and the plan of development of the report.

The subject is the "what",
the purpose is the "why"
and the plan is the "how."

Together these acquaint the reader with the problem you are setting out to solve.

- State the subject and purpose as clearly and concisely as possible, usually in one sentence called the **thesis or purpose statement**:
- Use the introduction to provide the reader with any background information which the reader will need before you can launch into the body of your paper. You may have to provide background such as theory or history of the subject. Avoid the tendency to use the introduction merely to fill space with sweeping statements that are unrelated to the specific purpose of your report

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4. Background:

If the introduction requires a large amount of supporting information, such as a review of literature or a description of a process, then the background material should form its own section. This section may include a review of previous research, or formulas the reader needs to understand the problem. In an academic report, it is also the point where you can show your comprehension of the problem.

5. Discussion:

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- ▶ This section is the most important part of your report. It takes many forms and may have subheadings of its own. Its basic components are methods, findings (or results), and evaluation (or analysis). Most academic assignments should also focus on your evaluation of the subject.
- ▶ Before you begin writing, ask the questions:
who? when? where? what? why? how?
- ▶ The last three in particular will help you focus analysis. Beyond asking these simple questions, you also need to make decisions such as: How do you interpret the data?
- ▶ Graphically ! Theory ! Calculations ! Examples !.....

5. Conclusion:

- ▶ This section should detail the results of the exercise – the facts. These can be presented in text or tabulation format, depending on the content.
- ▶ If the results are quite short they can be presented within the body of the report.
- ▶ Remember that charts, diagrams or graphs can be exported from Excel or PowerPoint and embedded into the body of the report.
- ▶ If, however, the results are lengthy consider if they would be better placed as an Appendix.

7. Recommendations:

- ▶ What actions does the report call for?
- ▶ The recommendations should be clearly connected to the results of the rest of the report. You may need to make those connections with your point so your reader should not have to guess at what you mean.
- ▶ This section may also include plans for how further research should proceed.

8. Attachments:

- ▶ These will include references and may include appendices (include raw data). Since the format for references varies across disciplines.

THANKs

Good Luck