

Structure and Layout of Reports

Discussion

Business Correspondence and Report Writing

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Chapter 18

pages: 231–32

Discussion/Body

- Discussion/Body comes immediately after Introduction
- the space for main discussion
- contains almost all the illustrations
- contains data in an organized form
- significance of data
- analysis and results of data
- provide extra data in the Appendix

- indicate Appendix through footnotes or parenthetical statements
- some report writers follow “backward order” — first stating the results and then describing how they were arrived at

Headings and Subheading

- several sections grouped under different headings and sub-headings
 - 3 Food
 - 3.1 Hostel Mess
 - 3.1.1 Mess A
 - 3.1.2 Mess B
 - 3.2 Canteen
 - 3.3 Cold drinks
 - 3.4 Conclusion
- give appropriate headings based on the development of argument
- sometimes, an inference/conclusion is drawn at the end of each section

decimal notation

- provides detailed breakdown

chapter no. - 2

section no. 1

subsection no. 1

2.1.1

Conclusions

- close the discussion
- the body of logical inferences drawn
- the judgments formed on the basis of analysis of data presented in the report
- the findings of the investigation
- must be based on the main discussion
- nothing **new** should be included
- conclusions after sections are grouped appropriately in conclusion

Recommendations

- the function of recommendations is to suggest the future course of action
- sometimes decisions are made based on recommendations
- include recommendations if only you are asked to do so
- while preparing recommendation pay attention to your readership
- arrange recommendations in the descending order of importance

- <https://www.lboro.ac.uk/media/wwwlboroacuk/content/library/downloads/advisesheets/Report%20writing.pdf>