

# REPORT WRITING

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# WE ALL ARE AWARE :

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- Write a letter to your father or some other near relative, giving a brief **report** on your studies, your hostel life, and your friends. (about 100 words.)
- Write a **report** on a fire accident that broke out near your college. (7 Marks)
  - Introduction
  - Body
  - Conclusion

# SO WHY SHOULD I LISTEN TO YOU :

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- Entrepreneurship Seminar
- AIMA Competition
- PARISTHITI (2012-13)
- INTERNATIONAL CONFERENCE, 2013
- Research & Development
- Surveys conducted by you
- You witnessed some Historic Speech
- You investigated some crime.

# WHAT IS A REPORT WRITING

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- A means to convey some information to others.
- An organized, factual, objective presentation of information.
- 'Organized' since it follows a systematic pattern.
- 'Objective' means it should not be influenced by our personal feelings.
- Report is a comprehensive document and covers all aspects of the subject matter of study.

# REPORTS AND ESSAYS.!!!

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- **Similarities:**
  - formal style
  - careful proof-reading and neat presentation
  - introduction, body and conclusion
  - analytical thinking



# KEY DIFFERENCES:

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## A report:

- presents information, not an argument
- is meant to be scanned quickly by the reader
- uses numbered headings and sub-headings
- uses short, concise paragraphs and dot-points where applicable
- uses graphics wherever possible (tables, graphs, illustrations)
- may need an abstract (sometimes called an executive summary)
- does not always need references and bibliography
- is often followed by recommendations and/or appendices

# TYPES OF REPORTS :

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## 1. Information only Reports

- Provides basic information
- Very very short
- Report writing on monthly budgets, staff absentees and so on..

## 2. RESEARCH REPORTS

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- Most widely used report
- Important for university level
- Includes R&D subjects.
- Writing a report on some product development.
- Report writing for your competitor's activities.



### 3. CASE STUDY ANALYSIS REPORTS

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- Hypothetical research reports.
- Includes real life examples
- Submit a report based on a case given to you
- Widely used in university level competitions.

# TO WRITE A GOOD REPORT YOU SHOULD KNOW:

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## Purpose of Report

- Why are we writing the report
- Research and writing becomes relevant to the topic

## Scope of Report

- What needs to go into the report
- Always get clear guidelines from the study guide.
- Extent of the report should be clear.

# **FEATURES OF A WELL WRITTEN REPORT:**

- **A Good Report has a Clarity of Thought**
- **A Good Report is Complete and Self-explanatory**
- **A Good Report is Comprehensive but Compact**
- **A Good Report has a Proper Date and Signature**
- **A Good Report is Presented in a Lucid Style**

# FORMAT OF THE REPORT:

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## Inductive report

- Title page
- Executive summary
- Introduction
- Conclusions
- Discussion
- references

## Deductive report

- Title page
- Executive summary
- Introduction
- Discussion
- Conclusions
- references

# SECTIONS OF THE REPORT

Parts of the report	Contents	Functions	Types of writing	Language characteristics
Title page	Name of the report, date	To inform	Discursive	Factual
Table of contents	What you find in your report	To inform	Discursive	Factual
Summary	A summary of the report	To inform	Discursive	Factual, impersonal use of 3 <sup>rd</sup> person pronouns, passive verbs
Introduction	Background, problem, approach, definition of special words used	To inform	Discursive	Same as the above
Methods	Methods or procedures which lead to the findings	To inform	Discursive	Same as the above
Findings	Results of investigation, research, and calculation	To inform	Discursive	Same as the above
Conclusion	Conclusions drawn from the findings	To convince	Argument	It seems that .../ The result indicates that ... / It is probable that...
Recommendation	Things that should be done as a result	To persuade	Argument, persuasive	Personal use of “I” and “We”
Bibliography	Books, articles, magazines, reports, any documents that has used for reference	To inform		



# EXAMPLE OF REPORT WRITING

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## **Computer system- SCANNERS**

### **Abstract**

This report investigates the current state of scanner tech. and examines the predicted future advancements of scanners.

The performance of these scanners is examined in relation to four main criteria; resolution, bit-depth, dynamic range and software.

# INTRODUCTION

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A scanner is a device that uses a light source to electronically convert an image into binary data. This binary data can then be used to store the scanned image on a computer.

# MAIN BODY :

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- Types of scanners.
- Technical Specifications of various scanners.
- Performance charts of various scanners.
- Cost wise analysis of Various scanners.
- Future of such scanners.

# CONCLUSION

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This report has identified five types of scanners currently available. Some are primarily used for professional purposes such as the drum scanner; others are used more broadly in the workplace and home such as flatbed scanners and to a lesser extent sheet fed scanners. Scanners for specialized purposes have also been identified such as slide and handheld scanners.

Specialized scanners are currently being incorporated into other types of technologies such as digital cameras, printers, and photocopiers.

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**THANK YOU**