

CHETANA'S HAZARIMAL SOMANI COLLEGE OF COMMERCE & ECONOMICS AND KUSUMTAI CHAUDHARI COLLEGE OF ARTS

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Topic: Report Writing



Topic

Report Writing & Prospectus/Offer Document



Team Members

148

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128

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101

- Shweta Amin

109

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145

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119

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Agenda

●	Introduction	Shweta
●	Effective report writing	Shweta
●	Types of report	Tejal
●	Structure of report	Kanisha
●	Planning of report	Kanisha
●	Features of report writing	Alok
●	Common mistakes in report writing	Seema
●	Prospectus	Akshay
●	Structure	Akshay
●	Importance of report writing	Shweta
●	Conclusion	Shweta

Introduction

- ◉ It is a study of facts & information
- ◉ It is formed in a structured format
- ◉ Based on observation and analysis
- ◉ It helps the management in an organization for making plans & solving issues in the organization
- ◉ It is an outcome of an any event

An effective report can be written going through the following steps-

- Determine the objective of the report, i.e., identify the problem
- Collect the required material (facts) for the report
- Study and examine the facts gathered
- Plan the facts for the report

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- Prepare an outline for the report, i.e., draft the report
- Edit the drafted report
- Distribute the draft report to the advisory team and ask for feedback and recommendations

Types of report



- Research Report
- Business Report
- Scientific Report
- Routine Report
- Investigation Report
- Project Report
- Director's Report



Structure of report

Title page



Table of Contents



Abbreviations and/or glossary



Acknowledgements



Abstract



Introduction



Body



Conclusion



Bibliography

Planning of Report



As in all writing assignments, it's crucial to analyse the task carefully

Who is the report for?

Why do they want it?

What do they need to know?



Then start planning:

Think about structure and format

Check your guidelines!

Have you been given a suggested structure or format?

Think how to present your information most clearly.



Plan the writing process:

Think about what you already know

Brainstorm. Jot down notes or make a mind map

How will you find the information you need?

Make a time plan allowing for each preparation and writing stage. Reports usually have important deadlines!



Organise your information:

Consider the sources you will need

Decide which key information should go in which section

Organise your information as you go along

Note your references as you go along

Features of good Report Writing



- ❑ It has a clear thoughts
- ❑ It is complete & self-explanatory
- ❑ It is comprehensive but compact
- ❑ It is accurate in all aspects
- ❑ It has suitable format for readers

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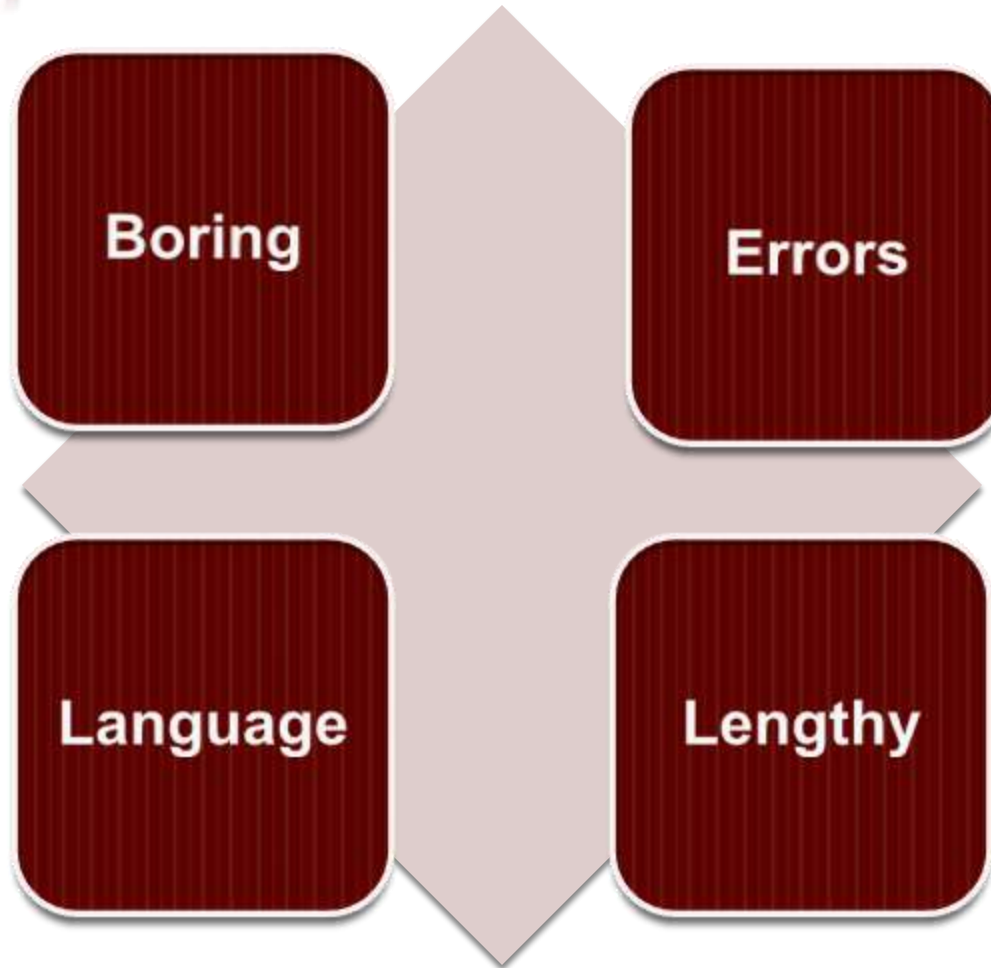
- It support facts & is factual
- It has an impersonal style
- It has proper date & signature
- It has a reference to relevant details
- It follows an impartial approach

count....



- It has all essential technical details
- It is presented in a lucid style
- It is a reliable document
- It is arranged in a logical manner

Common mistakes in report writing



A stack of several blue ring-bound notebooks. The top notebook is open, showing a white label on its cover with some faint, illegible text. The word "Prospectus" is written in a large, black, sans-serif font across the top of the image, partially overlapping the notebooks.

Prospectus

- It is a legal formal document
- Includes the detailed information about securities
- Securities such as shares, debentures, bonds etc.
- It is distributed by underwriters to the investors while issuing securities by company to public

Structure

Cover Page

Risk Factors

Introduction

About the company

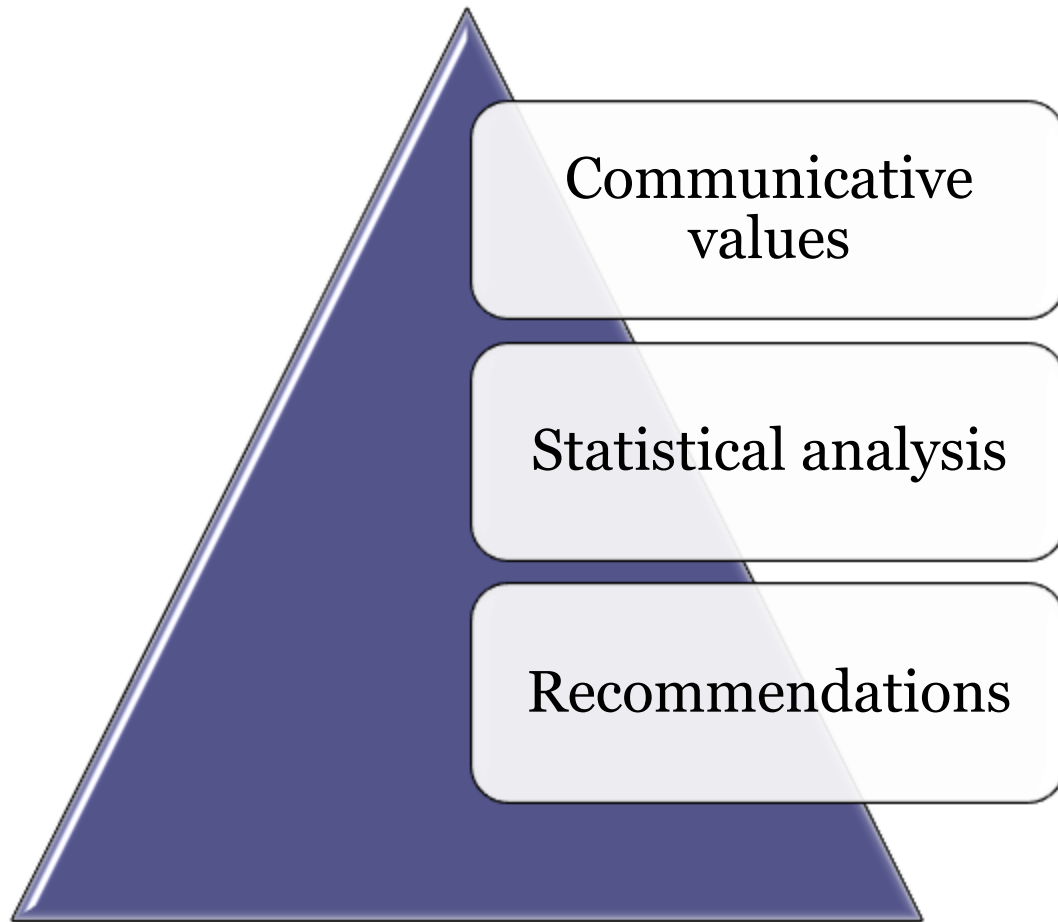
Financial Statements

Legal and other information

Other regulatory and statutory disclosures

Offering information


Importance



Conclusion

Reports in written form are useful for future reference. reports provide adequate and correct information as well as statistical data to management and helps in decision making .a report provides information of unknown facts ie new ideas new vision new solution to problem new research about a particular matter. a report provides valuable information of all sectors in the business hence report are useful for solving the problem of various department. Report acts as an important and effective internal tool of communication.

Any questions???



THANK YOU.....!!!!