

COMPUTER ENGINEERING DEPARTMENT

ASSIGNMENT NO-01

SUB: Business Communication & Ethics

COURSE: T.E.

Year: 2020-2021

Semester: V

DEPT: Computer Engineering

SUBJECT CODE: CSL505

SUBMISSION DATE: 10/09/2020

=====

Name: Amey Thakur

Roll No.: 50

Class: TE COMPS B

Submission Date: 10/09/2020

Topic: Report Writing

Q. No	Questions
1.	Explain the types and formats of reports.
2.	What are the objectives of writing reports?
3.	Explain language and style in the report.

Q.1 Explain the types and formats of reports.

Ans:

1. Long Report and Short Reports:

- These kinds of reports are quite clear, as the name suggests. A two-page report or sometimes referred to as a memorandum is short, and a thirty-page report is absolutely long. But what makes a clear division of short reports or long reports? Well, usually, notice that longer reports are generally written in a formal manner.

Format -

Long Reports

Title Page

Contents

Problem

Conclusions

Procedure

Results

Discussions

Short Reports

Summary

Detailed results

Discussion

Procedure

2. Internal and External Reports:

- As the name suggests, an internal report stays within a certain organization or group of people. In the case of office settings, internal reports are for within the organization.
- We prepare external reports, such as a news report in the newspaper about an incident or the annual reports of companies for distribution outside the organization. We call these as public reports.

Format -

Internal Reports

Notices

Reports

Memos

Face to face

E-mails

Team briefing

Presentation

External Reports

Letters

Faxes

Direct Mails

Advertisement

Video

Websites

Pamphlets

Brochures

3. Vertical and Lateral Reports:

- This is about the hierarchy of the reports' ultimate target. If the report is for your management or for your mentees, it's a vertical report. Wherever a direction of upwards or downwards comes into motion, we call it a vertical report.
- Lateral reports, on the other hand, assist in coordination in the organization. A report travelling between units of the same organization level (for example, a report among the administration and finance departments) is lateral.

Format -

- Vertical Reports -
Vertical reporting is the movement of data up that chain of organizations: school data go UP to district which transmits them UP to the state. Sometimes people will talk about "vertical interoperability" which means data can go both ways.
- Lateral Reports -
The concept of lateral reporting begins with a story that is reported or written in a traditional way; that is, with a traditional print or broadcast story structure.

4. Periodic Reports:

- Periodic reports are sent out on regularly pre-scheduled dates. In most cases, their direction is upward and serves as management control. Some, like annual reports, are not vertical but are a Government mandate to be periodic in nature.
- That is why we have annual or quarterly or half-yearly reports. If they are this frequent, it only makes sense to pre-set the structure of these reports and just fill in the data every period. That's exactly what happens in most cases too.

Format -

- Usually written in memo format.
- Do not need much introduction; the subject line on the memo is enough.
- Should follow the same general format and organization from time to time.

5. Formal and Informal Reports:

- Formal reports are meticulously structured. They focus on objectivity and organization, contain deeper detail, and the writer must write them in a style that eliminates factors like personal pronouns.
- Informal reports are usually short messages with free-flowing, casual use of language. We generally describe the internal report/memorandum as an informal report. For example, a report among your peers, or a report for your small group or team, etc.

Format -

Formal Reports

Long sentences

Don't use contractions

Use + the passive voice

Formal grammar and vocabulary

Don't use phrasal verbs

Informal Reports

Short sentences

Use contractions

Use + the active voice

Style conversational and chatty

Use phrasal verbs

6. Informational and Analytical Reports:

- Informational reports (attendance reports, annual budget reports, monthly financial reports, and such) carry objective information from one area of an organization to maybe a larger system.
- Analytical reports (scientific research, feasibility reports, and employee appraisals) show attempts to solve actual problems. These analytical reports usually require suggestions at the end.

Format -

Informational Reports

Periodic reports

Situational reports

Progress reports

Investigative and compliance reports

Analytical Reports

Justification/Recommendation reports

Feasibility reports

Yardstick reports

Research reports

7. Proposal Reports:

- These kinds of reports are like an extension to the analytical/problem-solving reports. A proposal is a document one prepares to describe how one organization can provide a solution to a problem they are facing.
- There's usually always a need to prepare a report in a business set-up. The end goal is usually very solution-oriented. We call such kinds of reports as proposal reports.

Format -

Proposal Reports

About Us

Project Summary

Project Timeline

Project Activities

Meet Our Team

Your Investment

Contract & Agreement

Signature

8. Functional Reports:

- These kinds of reports include marketing reports, financial reports, accounting reports, and a spectrum of other reports that provide a function specifically. By and large, we can include almost all reports in most of these categories. Furthermore, we can include a single report on several kinds of reports.

Format -

- Users should be able to enter data.
- Reports should be generated after data entry.
- API interface to Invoice system

Q.2 What are the objectives of writing reports?

Ans:

Objectives of Report writing -

1. Decision-Making Tool:

→ Today's complex business organizations require thousands of information. Reports provide the required information a large number of important decisions in business or any other area are taken on the basis of the information presented in the reports. This is one of the great importance of the report.

2. Investigation:

→ Whenever there is any problem, a committee or commission or study group investigates the problem to find out the reason behind the problem and present the findings with or without the recommendation in the form of a report. It is another importance of the report.

3. Evaluation:

→ Large scale organizations are engaged in multidimensional activities. It is not possible for a single top executive to keep personal watch on what others are doing. So, the executive depends on reports to evaluate the performance of various departments or units.

4. Quick Location:

→ There is no denying the fact that business executives need information for quick decision-making. As top executives are found to be busy for various purposes), they need vital sources of information. Such sources can be business reports.

5. Development of skill:

→ Report writing skill develops the power of designing, organization coordination, judgment and communication.

6. Neutral presentation of facts:

→ Facts are required to be presented in a neutral way; such presentation is ensured through a report as it investigates, explains and evaluates any fact independently.

7. Professional Advancement:

- The report also plays a major role in professional achievement. For promotion to the rank and file position, satisfactory job performance is enough to help a person. But for promotion to a high-level position, intellectual ability is highly required. Such ability can be expressed through the report submitted to a higher authority.

8. Proper Control:

- Whether activities are happening according to plan or not is expressed through a report. So, controlling activities are implemented based on the information of a report.

9. A managerial Tool:

- Various reports make activities easy for managers. For planning, organizing, coordinating, motivating and controlling, the manager needs help from a report which acts as a source of information.

10. Encountering Advance and Complex Situation:

- In a large business organization, there is always some sort of labour problems which may bring complex situations. To tackle that situation, managers take the help of a report.

Q.3 Explain language and style in the report.

Ans:

1. Knowing about the function and structure of reports is important; however, knowing about the appropriate style and conventions to use when writing your report is equally important. Reports written in a university context tend to be structured, formal, objective, impersonal, complex and contain technical language.
2. The formal and impersonal nature of reports can be achieved by avoiding certain types of language such as slang terms and contractions (didn't, won't etc) as well as strong expressions of opinion and attitude. In addition, the use of the passive voice (were specified, it is suggested etc) allows writers to foreground what was done, rather than who did it, thus making the writing less personal. A more objective, impersonal tone is achieved through the use of formal and impersonal language. Some examples of expressions you may use in your report include:
 - This report aims to investigate...
 - This report was commissioned to review...
 - This research indicates...
 - The results suggest...
 - It can be concluded that...
 - Conclusions that can be drawn are...
 - It recommends that...
 - The following recommendations are made...
3. The use of discipline-specific terminology in your report will add to its technicality and formality. Discipline-specific terminology consists of words or phrases particular to a discipline which experienced writers within the field used to convey meaning in a certain way.
4. The language of reports should also be objective and complex. Objectivity and complexity can be achieved through the use of structures such as nominalisation and expanded noun phrases. Nominalisation is the expression of actions as noun phrases instead of verbs. This allows the text to focus on objects or concepts rather than actions, so it sounds more abstract and objective. This language structure also allows more information to be packed into less space and increases the complexity of the writing. Extended nominal groups increase the amount of information provided about the people, places or concepts described in the report.