Report - Writing

The word 'report' is derived from the Latin 'reportare to bring back'. Over a period of time, it has evolved to mean that the gathered information is unbiased and evidence-based. It is usually a piece of factual writing, based on evidence, containing organized information on a particular topic.

A Good Report is →

Precise and brief

Factual

Unambiguous and accurate

Relevant

Reader-oriented

Objective and homogeneous

Detailed and documented

Parts of a Report

1) Title Page

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┌─────────────────────────────────────┐
│              Topic                   │
│                                      │
│           Submitted To               │
│                                      │
│           Submitted By               │
│                                      │
│                                      │
│              Date                    │
│          July 04, 2018               │
└─────────────────────────────────────┘
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② <u>Acknowledgement</u> — (Thank You note)

In this section, we acknowledge any help received from a variety of sources including books, articles in magazines, journals, records of investigations, labs, any firm or person.

③. <u>Table</u> <u>of</u> <u>Contents</u>

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④ <u>List</u> <u>of</u> <u>Illustrations</u>

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⑤ <u>Abstract</u> or <u>Summary</u>

1. **Background** →

This section introduces the readers to the report and prepares them for the discussion that follows by providing background information.

2. **Purpose** →

It defines its aims, objectives and discussing the scop and limitations of the report. It helps the readers in understanding and analysing the report.

3. **Terms of reference** →

As per the letter No 121/2018 dated 04 July 2018, Mr. --- as the Chairperson was appointed as --- to present a report on --- till --- .

4. **Work Done** —

5. **Findings** — Results

6. **Recommendations** — Sug— This section contains suggestions that are based on results. They may present several ways to solve a problem or improve a situation. It may also indicate the need and nature for further work in the concerned area.

Appendices —

It contains supporting material or data.

7

8. <u>Bibliography</u> —

It contains references to books, journals and other sources.

9. <u>Glossary of Technical Terms</u> —

<u>For Practice</u>

1. Hermes Cosmetics, Mumbai wants to launch a face massager for use by both men and women. As part of a three member team, write a repo on the feasibility of introducing this new produd

2. As the Manager of Newtech Systems, Maraimalai Nagar, submit a report to the Proprietor on the feasibility of supplying 500 high end laptops to the government schools in and around your area

3. Write a report on the irregularities that caused heavy loss in the Silicon Cement Industries, Ariyalur.

4. Madras Silk wants to open a silk saree house at Velochery. As the Sales / Marketing Officer, write a Feasibility Report to the Marketing / Sales Manager, Chennai region.

5. Write an investigative report about the misconduct of an employee in your company.

6. Consider yourself as the Manager, Ramkey TVS, Velochery, Chennai and write a feasibility report to The Area Manager, Adyar for opening a new