**REPORT WRITING**

**Definition:** A business report is formal communication written for a specific purpose, conveying authentic information to a well – defined audience in a completely impartial and objective manner.

The word report comes from the Latin word *reportare*, where *re* means back and *portare* means to carry. *Reportare* means to bring back. It is written in a conventional or usable form. It describes the procedures followed in its collection and examination of date, analyses the facts collected, derives conclusions from them and gives recommendations if necessary. In short, it is a piece of factual writing based on evidence, containing organized information over a topic.

It can be presented orally, electronically or in written form.

**Purposes:** To present data, discuss and describe problems and suggest solutions, analyze data, record events and happenings, give feedback, recommendations or suggestions.

STRUCTURE OF REPORTS (MANUSCRIPT FORMAT)

It has three basic parts:-

1. Front Matter- the preparatory part
2. Main Body
3. Back Matter- the supplementary part

FRONT MATTER consists of the following parts:-

1. Cover Page- it includes the title of the report, authority to whom it is submitted, date and author’s name
2. Front Piece- (optional) - any extra map, picture or drawing related to the topic of the report
3. Title Page- similar to the cover page but also includes name and designation of the approving authority along with the title of the report, authority to whom it is submitted, date and author’s name
4. Copyright notice -(optional) a written document written to secure one’s original work
5. Certificate-(optional) some project reports require a certificate the work to be original , it is generally given by the project supervisor
6. Forwarding letter -(optional) written by someone other than the author to introduce the author and the work
7. Acknowledgements- a thank you note written to give credit to all the people or organizations that have directly or indirectly helped in writing the report.
8. Preface- an introduction written by the author to state the factors leading to the writing of the report, to highlight the various features of the report, its significance
9. Table of contents- includes the various topics and headings with their page numbers
10. List of Illustrations-(optional) it is a content list for all the illustrations that appear in the report like graphs, charts, maps, drawings with their page numbers.
11. Abstract- a summary of the report, the essence of the entire report without any illustrations. Length is only 2-5 % of the report

MAIN BODY- the main text which gives the details of the study

1. Introduction- includes the background of the report, purpose and scope of the report, basic principles and theories involved, methods of gathering data, brief outline of methodology, organization of various sections
2. Discussion/ description/ methodology- in this section information and data is presented, analysed and interpreted, it also includes description of method used with tables, charts etc.
3. Conclusion- it includes logical inferences drawn or judgement formed on the basis of analysis done of data presented in discussion or description, or the findings of investigation.
4. Recommendation- suggestion for future course of action, steps to solve the problem. It is preferably written in points or tabular form.

BACK MATTER- the supporting part

1. Appendices-(optional) some extra information that is of relevance to the report but could not be fitted in the text.
2. References- an alphabetical list of sources- books, magazines, newspapers, websites, interviews that are quoted for particular piece of information in the report
3. Bibliography- an alphabetical list of sources- books, magazines, newspapers, websites, interviews that have been consulted in writing the report may (may or may not be quoted from)
4. Glossary-(optional) list of technical words used in the report and their explanations
5. Index - (optional) a quick guide for the reader to locate the topic and the sub-topic.

**DIFFERENT FORMATS OF REPORT**

**1. Printed Forms**-used to collect routine information

-easy to fill as details not required

-systematic and easy to read

-more objective and factual therefore saves time

e.g. can be used for recording daily production or monthly sales, or trip reports, conference reports, lab report

**2.** **Letter Format-** -used for short reports that have to be communicated to someone outside an organization

-contains all elements of a letter (except inside address, since not written to one particular person) along with some additional sections such as illustrations, references,

**3.** **Memo Report-** -used for short reports that have to be communicated within an organization.

-more informal than the letter report as circulated within the organization.

-adopts a matter-of-fact style

-it is a permanent record of the internal operations of an organization

-written on the letter head of the organization, -inside address and salutation not used.

-the main body includes heading appropriate to the discussed matter.

-although complimentary close and signature not required; memo format may have sign or initials at the end.

**4**. **Manuscript Format-**-used for long and formal reports

-divided into sections and sub-sections with clear headings

-headings and sub-headings organized in a logical sequence

-systematic, makes reading easy.

-Abstract, summary, appendix, glossary, etc. are parts of the manuscript format