

## Diff b/w Report and Essay

(1)

(i) Report	Essay
⇒ A report is based on the provision of information.	⇒ An Essay is based on to argue for a particular topic.
⇒ Thy types of reports are lab reports, experiment reports, business report and law report etc.	⇒ Essay types include argumentative essay, process essay, critical essay and literacy essay etc.
⇒ A report is a step-by-step description of a set process and its result.	⇒ Essay is a reflection of an individuals thought on a given topic.
⇒ It is writton with a specific purpose and audience in mind.	⇒ It is not written for a specific audience. (Generalized audience)
⇒ It includes headings and sub-heading in normal circumstances.	⇒ It does includes / / / / / / / / / /

⇒ It includes tables, graphs, figures and illustrations

⇒ A report begins with a short abstract also known as ~~sub~~ executive summary.

⇒ Report provide suggestion and recommendation at the end of a detailed analysis and discussion of results.

⇒ The ~~essay~~ <sup>report</sup> is used to provide ~~written~~ information. presentation

⇒ The purpose of ~~essay~~ <sup>report</sup> is to answer the question.

⇒ It does not include figures, chart, graph or tables. it is a collect of words.

⇒ Essay begins with an introductory paragraph.

⇒ Essay does not provide suggestion and recommendation. ~~It~~ (BA review the argument)

⇒ The essay is used to provide written information.

⇒ The purpose of report is to recommend a solution.



⇒ Report do not contain long paragraphs

⇒ Report contains bullet points.

⇒ Essay contain long paragraphs.

On the flip side,

⇒ Essay doesn't contain bullet points.

(Q2)

### Deductive Report

⇒ In this, we begin from general to specific.

⇒ It is generally used for routine messages

⇒ used for sharing neutral information.

⇒ Open and clear presentation of information

⇒ When we share small information on a smaller scale we use ~~deductive~~ inductive report.

### Inductive Report

⇒ In this, we begin from specific to general.

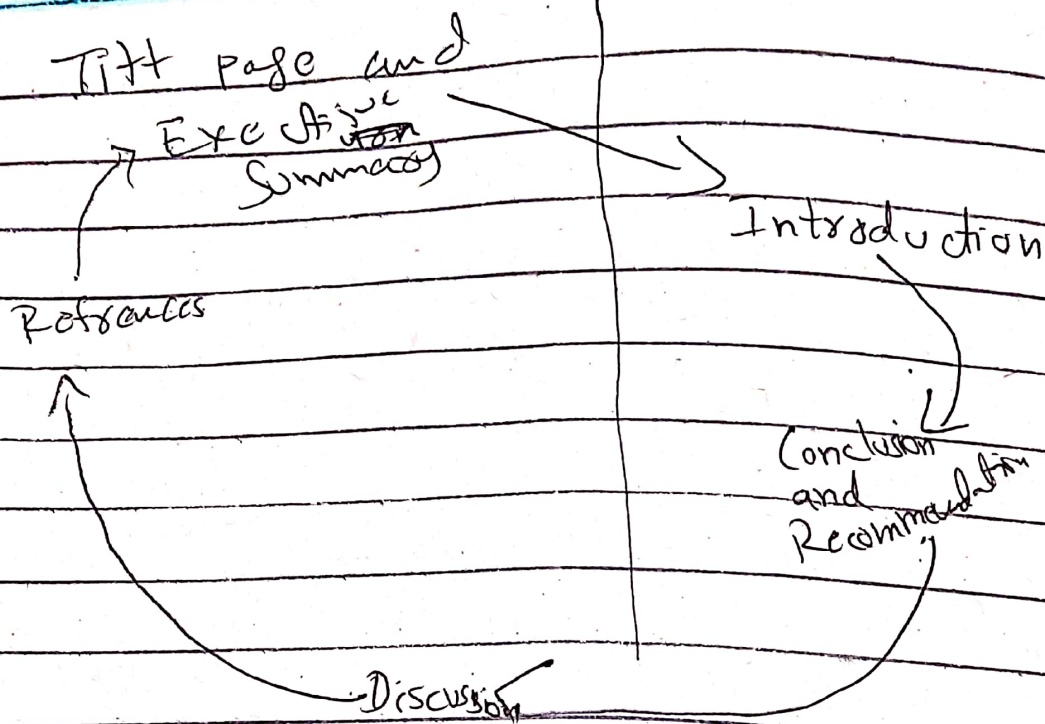
⇒ Discussion <sup>come</sup> before conclusion.

⇒ Use of factual information to draw conclusion.

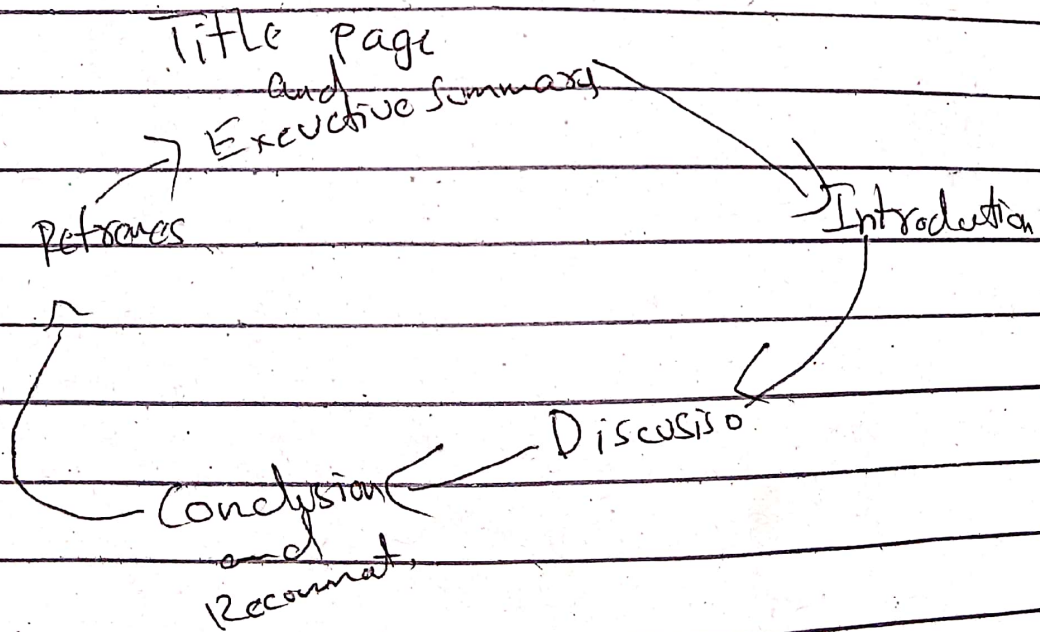
⇒ Used in the case of informed readers.

⇒ With the expected resistance

## Deductive Report pattern



## Inductive Report Pattern



### Q3) Diff b/w formal and Informal Report

formal	Informal
⇒ It is that form of writing which is used for the business, legal, academic or professional purpose.	⇒ It is used for personal or casual purpose.
⇒ It must use a professional tone.	⇒ It uses a personal <del>to</del> and emotional tone.
⇒ In this, use of slang is not all common.	⇒ In this we normally use slang.
⇒ It use formulaic language which contain a set form of word.	⇒ It uses direct language (eg, you, ya etc)
⇒ It uses passive voice.	⇒ It uses active voice.
⇒ In this linking words are used instead of conjunction	⇒ In this conjunction are used.
⇒	



⇒ In this, interjection are avoided, as some exclamation are not used.

⇒ <sup>In this</sup> while referring to audience we used 1st person plural or third person singular is used.

⇒ long and complex sentences

⇒ formal writing is more common in writing

⇒ In this, interjections are commonly used.

⇒ In this we use 1st person singular form to refer to the audience

⇒ Short and simple sentences.

⇒ It is more common in speaking

## Memo

## Letter

- |  |   |
|--|---|
| <p>⇒ <del>memo</del> <sup>memo</sup> is primary source of correspondence inside organization</p> | <p>⇒ / / / / / / / /</p>                              |
| <p>⇒ memo is informal report and concise</p>   | <p>⇒ letter is formal report and informative.</p>     |
| <p>⇒ Memo is short</p>   | <p>⇒ Letter is long</p>                               |
| <p>⇒ Signature is not required in memo.</p>  | <p>⇒ A letter is duly signed by the sender</p>        |
| <p>⇒ One to many</p>   | <p>⇒ One to one.</p>                                  |
| <p>⇒ It used more technical terms in a message to communicate</p>                                | <p>⇒ It used straightforward terms to communicate</p> |