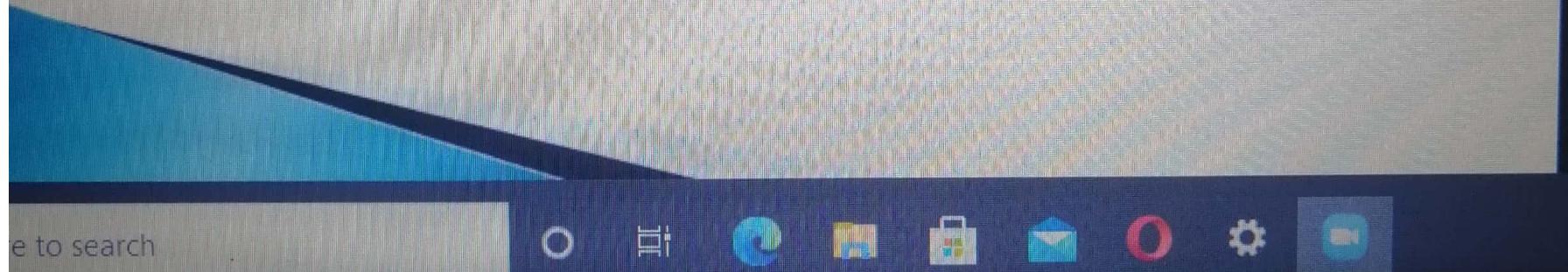


Short Reports



- ▶ A report is the **DOCUMENTED**
 - Account
 - Description
 - Narration
 - Analysis
- ▶ Of an occurrence inside or outside your organization.
- ▶ Suggestions for short reports:
 - Developing the main sections
 - Outlining the major sections
 - Including other desirable sections

Developing the main sections

- ▶ Short reports inform and analyze.
- ▶ Often presented in memorandum form.
- ▶ The FIVE planning steps are all the same for all kinds of writing
 - Identify your purpose
 - Analyze your audience
 - Choose your ideas
 - Collect your data
 - Organize your message

Developing the main sections

- ▶ Short reports need LESS;
 - Detailed introductions
 - Numerous transitions
 - Abundant visuals
 - Elaborate headings
 - Micro subdivisions
 - Excessive formality

Developing the main sections

► Main sections

1. Introduction

- Purpose, sources, scope, definitions, background, limits & list of topics
- A short introduction (usually without the title “introduction”)

2. Body (discussion)

- Present all accurate facts
- Emphasize important ideas
- Include visual aids
- Use headings
- Use top-down method for paragraphs

3. Terminal Section

- Summary conclusions & recommendations

Developing the main sections

- ▶ Outlining the major sections
 - Topic headings (history, background etc.)
 - Complete sentence headings
 - Imperative sentence headings
 - Variant headings (e.g. preparing before presenting)
- ▶ Formats of outlines (numerals and letters)
 1. First degree
 - A. Second degree
 - i. Third degree
 - a) Fourth degree
 - |. Fifth degree

Developing the main sections

- ▶ Parallelism in headings
 - All headings of the same degree within any part of an outline should be parallel to one another.
- ▶ Including other desirable sections
 - Many short reports are in memorandum format, the most used format in internal business communication.
 - They are originally parts of a long report; however, it's a good idea;
 - Subject line
 - Prefatory section
 - Visual aids
 - Transmittal letter or memo

Developing the main sections

► Kinds of reports

- Memorandum reports
 - Informational
 - Conference reports
 - Progress reports
 - Periodic reports
 - Analytical
 - Analytical personnel report
 - Recommendation–Justification report (just like a proposal)
- Letter reports
 - Informational
 - Analytical

Memorandum reports

1. Informational memorandum reports

a. Conference report

- Any employee or executive may be required to write a report after a conference with any individual or committee.
- E.g. personal sales calls, minutes of the meeting attended by many people
- The purpose is to record all decisions and discussions

Memorandum reports

b. Progress report

- As implied by the name, it shows “progress”, accomplishments or activity over time or at a given stage of a major assignment.
- The organizational plan is as follows;
 - Introduction
 - Description of accomplishments during reporting period
 - Unanticipated problems (if any)
 - Plans for the next reporting period
 - Summary (overall appraisal of progress to date)

Memorandum reports

c. Periodic reports

- They are as many as organizations. So learning “what they do” is more important than “what they are called”.
- Period is dependent upon the department and the assignment;
 - Yearly
 - Monthly
 - Bimonthly
 - Weekly
 - Biweekly
 - daily



Memorandum reports

- ▶ Introduction and terminal sections are unnecessary, when the reader and department are the same of a periodic report.
- ▶ Checklist for informational reports
 1. Be aware of the purpose
 - You are required to offer NO recommendation
 - You are required to offer a recommendation
 2. Know how to conclude
 - You summarize (only facts; no judgment is required of you)
 - You conclude (your opinion is required too)
 3. Use neutral, unbiased language

Memorandum reports

2. Analytical Memorandum Reports

- A pure analytical report has one central purpose
- “To analyze a situation or issue”
- Data and evidence
- A good example is Analytical Personnel Report
 - Ahmad, Rahim and Nabila to be analyzed for potential replacement to new office
 - Introduction
 - a paragraph about the purpose & sources
 - Body
 - Probable permanency
 - Education and skills
 - Personal qualifications
 - Conclusion

Memorandum reports

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Memorandum reports

► Recommendation–Justification reports

- Justify a recommendation
- Parts of such a report
 - Current state of the problem
 - Effects and causes of the problem
 - Possible options to remove the problem
 - Criteria in evaluating a solution
 - Recommended solution (if desired by the reader)