

Report Writing

①

Definition: In general terms, a report is an account of or a statement about something that happened in the past. Etymologically 'report' means to carry back because 're' means back, and 'portare' means to carry. In other words, it is a description of some event or situation that has already happened.

Salient Features:

- (1) A formal piece of writing:
The facts and ideas are recorded, analysed, and sequenced in a particular way.
- (2) A factual account:
The facts contained in a report may be an account of something that has already happened or something latest, an account of any new information, may plan for a course of action etc.
- (3) Written with a specific purpose:
- (4) Written in an organized manner
- (5) Written for a specific audience:
- (6) Written in an objective manner
- (7) Includes only relevant information:

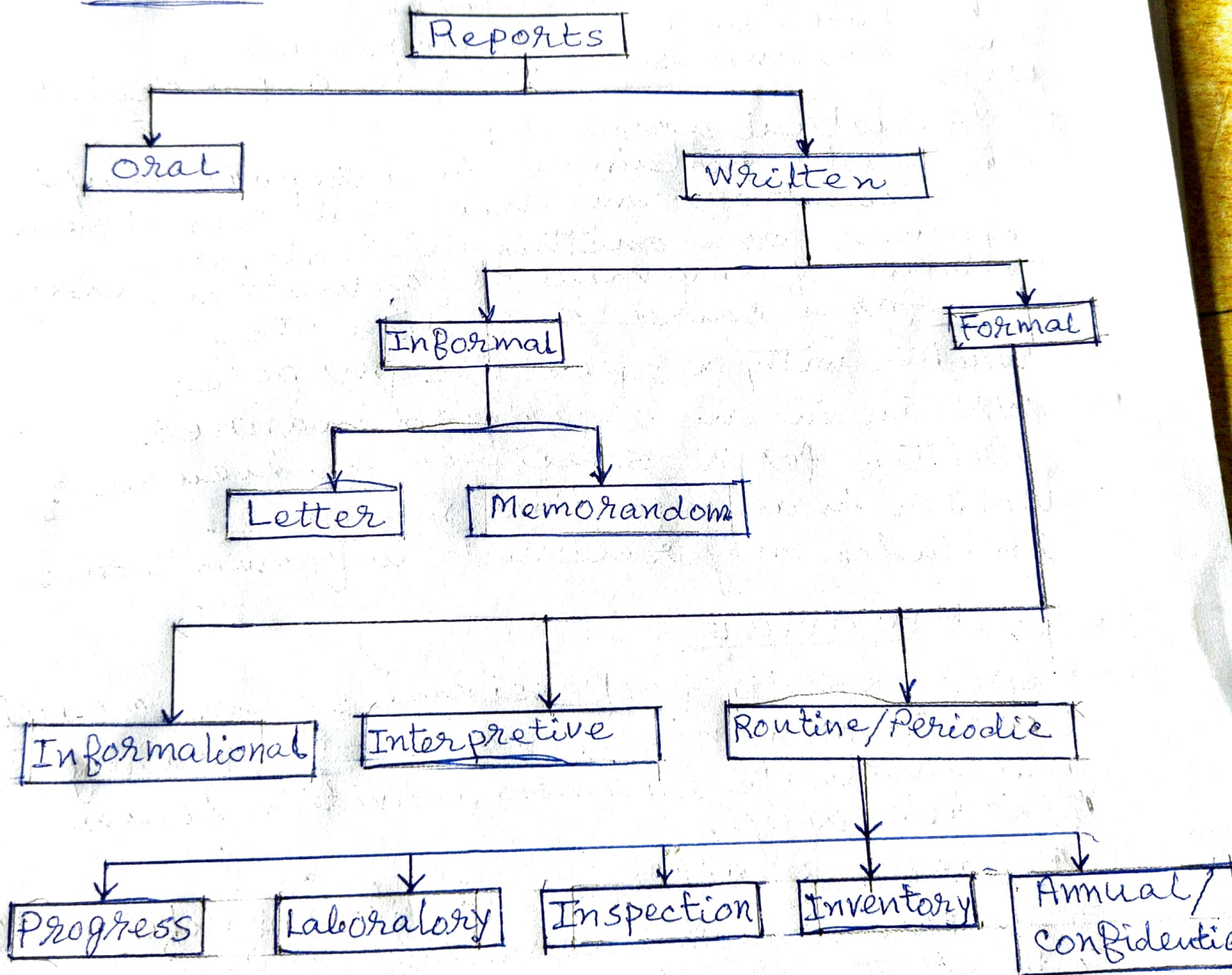
SIGNIFICANCE

- (a) Reports help professionals plan, acquire, execute, organize, co-ordinate, manage and evaluate business activities in an effective way.
- (b) Reports facilitate the flow of information to ensure smooth execution of tasks so as to meet the challenges successfully.
- (c) Sometimes they serve as a record of facts where information is organized and recorded for the reader's benefit.

(d) Reports enables the authorities to take timely decisions. They may also be used for further analysis.

(e) They can be helpful in creating awareness among shareholders and other investors when reports are sent to them regarding market position of company from time to time.

TYPES



Classification of Reports.

Difference between oral and written reports ③

Oral Reports	Written Reports.
• Spoken	• Written.
• Easy for the speaker since preparation is already done and difficult for listener.	• Easy for the reader to take his/her own time in grasping the facts but difficult for the writer since he/she has to gather facts but difficult for the writer as he later has to analyse them and draw conclusion.
• Presented face to face	• Not necessarily.
• Ephemeral in nature	• Permanent record of information.
• Immediate clarification is possible.	• In the absence of face to face communication immediate clarification is not possible.
• Less accurate and reliable	• More accurate and reliable.
• Informal	• Formal.

Informal Reports:-

As the title suggests, informal reports have an informal style but the contents and organization of facts are that of formal reports.

Letter Reports:- The business letter format is very important for communicating formally in or outside an organization. A letter format is given as follows:-

Letter Head

Date
Inside address

Sub:

Salutation

Main body

- Introduction: Purpose, context, background.
- Findings: Supporting text with topic headings, analysis, illustration etc
- Conclusion: Expected action etc.

Complimentary close

Signature

Enclosure

Tips for writing letter reports:

- (1) Type the letter using a word processor. Letter reports should not be hand written.
- (2) Now a days, it is preferable to use full block format of business letters in which all lines start at the left.
- (3) Use your Company's letter head. If you do not have a letter head, use formal 8½ inch by 11 inch or A4 size stationary for the purpose.
- (4) Anything you commit on paper before your overall plan has taken shape is likely to be wasted; it will be advisable to set your objective of report, identify your reader, gather facts, and analyse them critically so as to put ~~across~~ your findings in the report appropriately.

- In a letter report you can use one or two illustrations to support your verbal analysis.
- (6.) Use 'I' and 'you' to maintain informality to a little extent. Adopt a style that does not sound too bookish or prosaic
 - (7.) Remember to include appropriate salutations and a complimentary close
 - (8.) Before sending it to your reader, ensure that there are no typographical or grammatical errors.
 - (9.) Maintain a proper margin and line spacing to create a proper impact on the reader.

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Inner title page of a report. (6)

Report NO 59

BHARAT ALUMINIUM CORPORATION

Jawahar Nagar

Goraya Punjab

A report

on

Installing a New Production Plant

Prepared

for

The Managing Director

by

S. J. Bhatt.

Assistant Engineer (Production)

Approved by

Sri Navin Chaddha

Production Manager

NOV 10 2015