

SHORT, INFORMAL REPORTS

By

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What Is A Report?

- A report is a specific form of writing, written concisely and clearly and typically organised around identifying and examining issues, events, or findings from a research investigation.
- Reports come in **different lengths** and **levels of formality**, serve different and often overlapping purposes, and can be conveyed to an audience using different communication channels.

Purpose:

Your reports will satisfy one or all of the following needs:

- Supply a record of work accomplished
- Record and clarify complex information for future reference
- Present information to a large number of people with different skill levels
- Record problems encountered
- Document schedules, timetables, and milestones
- Recommend future action
- Document current status
- Record procedures



General Structure Report

Identification lines



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graph TD; A[Identification lines] --> B[Headings and talking headings]; B --> C[Introduction]; C --> D[Discussion]; D --> E[Conclusion/Recommendations.]
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Headings and talking headings

Introduction

Discussion

Conclusion/Recommendations.

Identification Lines

- Identify the **date** on which your report is written.
- The **names** of the people to whom the report is written.
- The names of the **people** from whom the report is sent
- The **subject** of the report
- The **subject line** should contain a topic and a focus.

IDENTIFICATION LINES

Date: March 15, 2014

To: Rob Harken

From: Stacy Helgoe

Subject: Report on Usenet Conference

Headings & Talking Headings

To **improve** page layout and make content **accessible**.

- ***Headings***— “Introduction,” “Discussion,” “Conclusion,” “Problems with Employees,” or “Background Information”.
- ***Talking headings***— “Human Resources Committee Reviews 2014 Benefits Packages.”

Introduction

The introduction supplies an **overview** of the report. It can include three or more **optional subdivisions**, such as the following:

- **Purpose/Objective**—a topic sentence(s) or paragraph explaining why you are submitting the report (rationale, justification, objectives) and the subject matter of the report.
- **Personnel**—names of others involved in the reporting activity.
- **Dates**—what period of time the report covers.

Introduction Contd.

To provide context Include four pieces of information: **cause**, **credibility**, **purpose**, and **preview**. Follow these guidelines:

- ► Tell what caused you to write.
- ► Explain why you are credible in the situation.
- ► State the report's purpose.
Use one clear sentence: "This report recommends that Mertes Tile should install an Iconglow retail point of sale system."
- ► Preview the contents. List the main heads that will follow

INTRODUCTION

Introduction

Report Objectives: I attended the Southwest Regional Conference on Workplace Communication in Fort Worth, TX, to learn more about how our company can communicate effectively. This report addresses the workshops I attended, consultants I met with, and pricing for training seminars.

Conference Dates: August 5–8, 2014

Committee Members: Susan Lisk and Larry Rochelle

Discussion

The discussion section of the report can summarize many topics;

- Including your activities
- The problems you encountered
- Costs of equipment
- Warranty information

Conclusion

- The **conclusion section** of the report allows you to **sum up**, to relate what you have learned, or to state what decisions you have made regarding the activities reported.
- The **recommendation section** allows you to **suggest** future action, such as what the company should do next. Not all reports require recommendations.



Types Of Short Reports

Investigative

Incident

Trip Report

Progress
Reports

Lab Reports

Feasibility/
Recommendation
Reports.

Meeting
Minutes

Incident Reports

It is the one which documents an unexpected problem which has occurred;

- Documentation of what happened?
- When did it happen?
- How did it happen?
- What are the suggested solution?

Incident Reports

Some of the instances are:

- Sales: death of a sales representative
- Retail: a customer was hurt in your showroom
- Hospitality management: an oven caught fire in a restaurant

Investigative Reports

- **It demands examination of causes behind an incident.**
- **It requires the details of the incident more (when, how, why and by whom).**

Some of the instances are:

- Security: investigation of theft, burglary, fraud
- Engineering: defaulted infrastructures of the building
- Medicine: diagnostic confusions and their details

Trip Reports

- Account of job-related travel
- Details of expenses and time consumption
- Up to date on work activities

Some of the instances are:

- Information Technology: learning about new hardware and software at a conference
- Heating, Ventilating, and air conditioning: agreement on construction plan to install heating, ventilating and air conditioning
- Biomedical equipment sales: medical representatives and their details

Progress Report

- **Documentation of status of an activity, what has been accomplished so far and what is left**
- **It needs to be written over the passage of time, like daily, weekly, monthly, annually**

For example,

- Bio technology: developing an instrument for months, document your progress monthly.
- Project management: renovating an office, document the changes required and their current status.

Lab Reports

- Status and finding of laboratory experiments
- The knowledge required from lab experiments must be communicated to colleagues, this is why lab reports are significant.

For example

- Bio technology: an experiment is done on tissue, what have you found and its details.
- Electronics: your company devised a GPS but the receptors are malfunctioning

Feasibility/Recommendation Reports

- **It studies the particularities of a proposal plan, then it recommends actions.**
- **Usually, an organization plans something and uncertain about its feasibility, in this type of scenario a feasibility report is made.**

For instance,

- Manufacturing: company considering a purchase of new equipment, estimating cost of equipment and resources of company

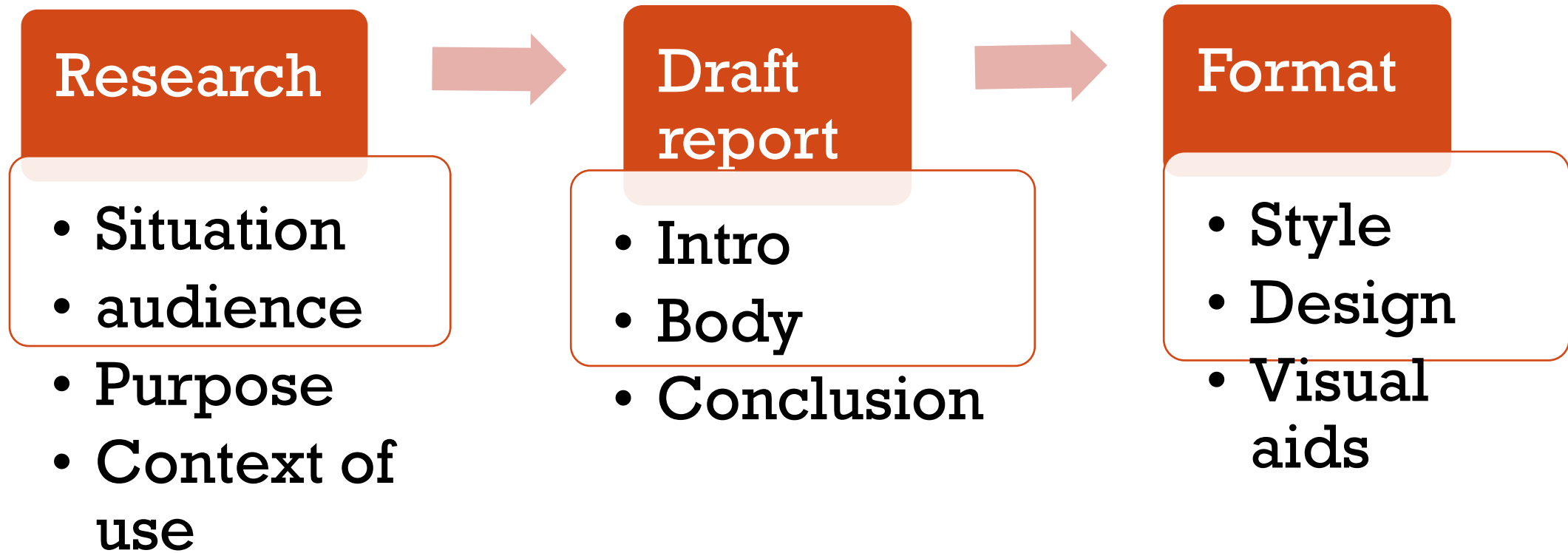
Meeting Minutes

- Notes of a meeting
- Discussion, proposals and plans for futures
- For instance,
- Details of this class



PLANNING A REPORT

STEPS FOR REPORT WRITING



TASK:

Granted a “generation gap” in the use of technology, explain a “very current” new social media technology to a generation (probably older) other than yours. You might use Ping or Pinterest but because new technologies appear with dazzling swiftness, use whatever is current as you implement this assignment. Alternative: explain a function of an older technology such as Facebook, for instance, how to post pictures of grandchildren so that the photos are only available to selected family members and friends