Report Writing

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Report Writing & Prospectus/Offer Document

Agenda

- Introduction
- Effective report writing
- Types of report
- Structure of report
- Planning of report
- Features of report writing
- Common mistakes in report writing
- Prospectus
- Structure
- Importance of report writing
- Conclusion

Introduction

- It is a study of facts & information

- It is formed in a structured format

- Based on observation and analysis

- It helps the management in an organization for making plans & solving issues in the organization

- It is an outcome of an any event

An effective report can be written going through the following steps-

- Determine the objective of the report, i.e., identify the problem

- Collect the required material (facts) for the report

- Study and examine the facts gathered

- Plan the facts for the report

- Prepare an outline for the report, i.e., draft the report

- Edit the drafted report

- Distribute the draft report to the advisory team and ask for feedback and recommendations

Types of report

- Research Report
- Business Report
- Scientific Report
- Routine Report
- Investigation Report
- Project Report
- Director's Report

Structure of report

Title page

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Table of Contents

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Abbreviations and/or glossary

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Acknowledgements

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Abstract

↓

Introduction

↓

Body

↓

Conclusion

↓

Bibliography

Planning of Report

As in all writing assignments, it's crucial to analyse the task carefully

Who is the report for?

Why do they want it?

What do they need to know?

Then start planning:

Think about structure and format

Check your guidelines!

Have you been given a suggested structure or format?

Think how to present your information most clearly.

Plan the writing process:

Think about what you already know

Brainstorm. Jot down notes or make a mind map

How will you find the information you need?

Make a time plan allowing for each preparation and writing stage. Reports usually have important deadlines!

Organise your information:

Consider the sources you will need

Decide which key information should go in which section

Organise your information as you go along

Note your references as you go along

Features of good Report Writing

- [ ] It has a clear thoughts

- [ ] It is complete & self-explanatory

- [ ] It is comprehensive but compact

- [ ] It is accurate in all aspects

- [ ] It has suitable format for readers

- It support facts & is factual

- It has an impersonal style

- It has proper date & signature

- It has a reference to relevant details

- It follows an impartial approach

- ☐ It has all essential technical details

- ☐ It is presented in a lucid style

- ☐ It is a reliable document

- ☐ It is arranged in a logical manner

Common mistakes in report writing
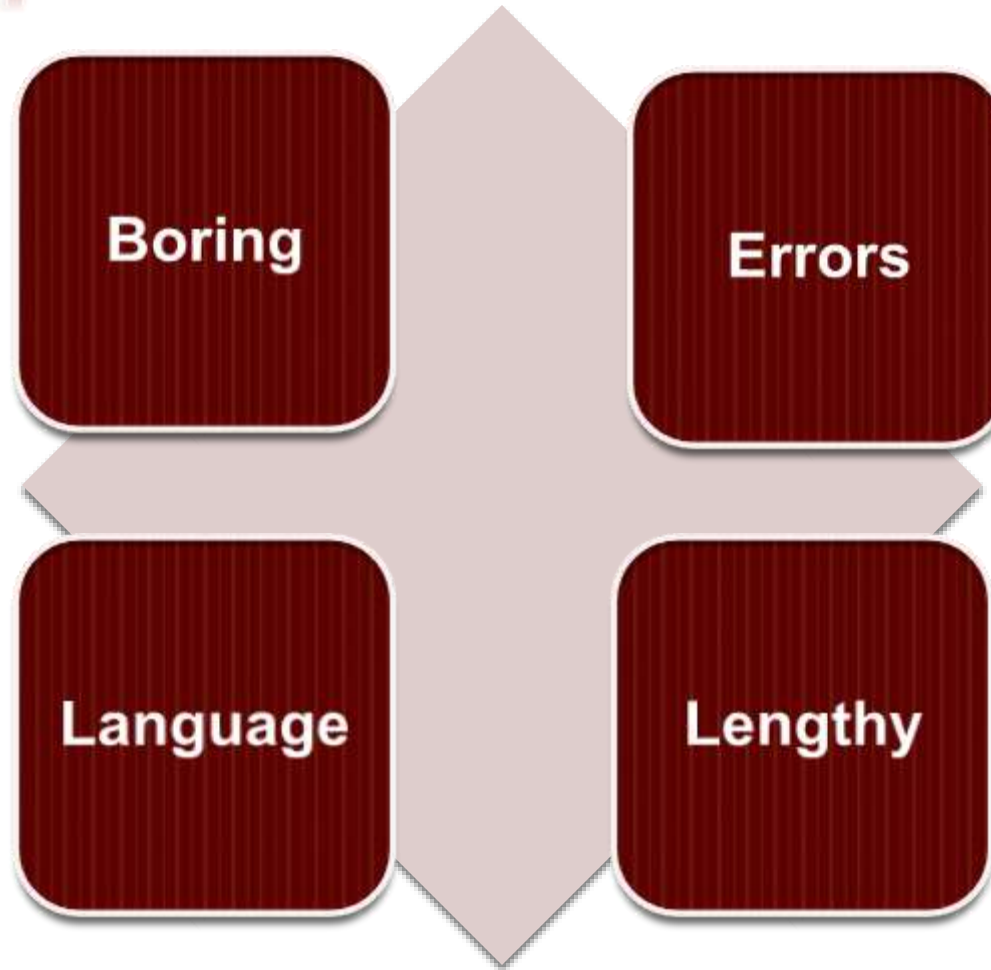
Boring

Errors

Language

Lengthy

Prospectus

- It is a legal formal document

- Includes the detailed information about securities

- Securities such as shares, debentures, bonds etc.

- It is distributed by underwriters to the investors while issuing securities by company to public

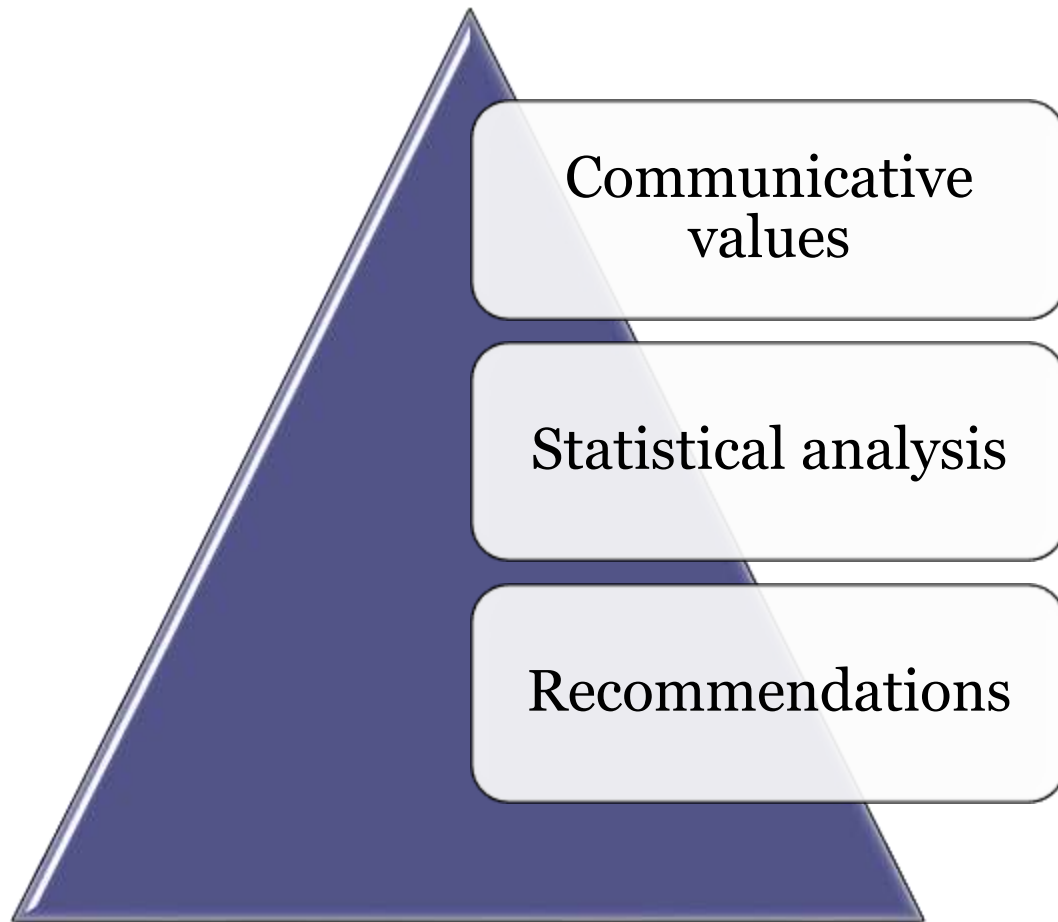# Structure

Cover Page

Risk Factors

Introduction

About the company

Financial Statements

Legal and other information

Other regulatory and statutory disclosures

Offering information

Importance

- Communicative values
- Statistical analysis
- Recommendations

Conclusion

Reports in written form are useful for future reference.reports provide adequate and correct information as well as statistical data to management and helps in decision making .a report provides information of unknown facts ie new ideas new vision new solution to problem new research about a particular matter. a report provides valuable information of all sectors in the business hence report are useful for solving the problem of various department. Report acts as an important and effective internal tool of communication.

THANK YOU....!!!!