

How to Write a Report

A report is a nonfiction account that presents and/or [summarizes](#) the facts about a particular event, topic, or issue. The idea is that people who are unfamiliar with the subject can find everything they need to know from a good report.

Reports are closely related to [essay writing](#), although there are some clear distinctions. While both rely on facts, essays add the personal opinions and arguments of the authors. Reports typically stick only to the facts, although they may include some of the author's interpretation of these facts, most likely in the conclusion.

Q.6 Suppose you are working as a price control officer. In view of the growing rates of the daily consumer items, the authorities ask you to investigate and write a report on it. Your report should cover the following points: i. Surprise visits to the markets ii. Causes of the price hike iii. Impacts on the low-income earners and the middle class iv. Suggestions as how to control it.

January 25, 2022

To,

The Director,

The Punjab Food Authority,

City A.B.C.

From,

The Assistant Food Controller,

Food Authority,

City A.B.C.

Subject: Report about the Inflation of the Daily Consumer Items

Introduction: I am Assistant Food Controller of the City A.B.C. after receiving complaints on citizen portal about high rates of daily consumer items, I have been given the task of investigating the reasons of the growing rates of the daily consumer items. After my surprise visits to markets and investigating from different shopkeepers and consumers, I am writing my

report to highlight different aspects related to the growing prices of daily consumer items.

Report: During my surprise visit of markets, I came to know that the prices of necessary consumer items are increasing on daily and weekly basis as well depending upon the demand of different items. I visited chicken shops, Coffity, DE Minister Café, Chahe Khana, Nawab Restaurant, vegetables and fruits market, Bismilallah Fast Food, Khan General Store, Sasta Bazar and Punjab Cash and Carry. High penalty (along with imprisonment) were charged on those who were over-charging and had no rate lists displayed. There are many causes due to which there is increase in inflation. Firstly, some sections of the businessmen are intentionally over-charging the public to shift all the blame on the present government. Secondly, the hoarders are smart enough to be caught by the officials of the food department as they have some hidden /secret places where they hoard consumer items. This criminal act causes artificial shortage of consumer items in the open market and prices suddenly go higher. Thirdly, the severe effects of international markets along with increase in dollar rate in respect to our currency caused sudden rise in inflation. All these factors along with unemployment and illiteracy are making the life of poor people miserable and pathetic.

Conclusion: The growing prices of the daily consumer items are hurting poor and average people's life. Lack of interest of the government officials and the inappropriate process of check and balance are great hindrances to stop inflation in prices. Therefore due to black marketing and hoarding goods, it is getting harder to stop the growing prices of daily consumer items.

Suggestions: To address this problem seriously, government has to take steps so that low income people can spend their lives comfortably and free of tension. I want to put forward the following suggestions to control the prices:

➤ The government should relax taxes on necessary consumer items to benefit the public having meager resources of income. ➤ The government should empower the food department to catch some big fish which presently slip away from the weak traps. ➤ The government should take solid measures to increase production of the local products this will boost up the local industry and provide more job opportunities. ➤ The government should strengthen the hands of the food department to take some strict actions against those who are involved in hoarding and black marketing.

Signature X.Y.Z

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