**Report Writing**

**What is a report?**

In technical terms, the definition of a report is pretty vague: any account, spoken or written, of the matters concerning a particular topic. This could refer to anything from a courtroom testimony to a grade schooler’s [book report](https://www.grammarly.com/blog/book-report/).

Really, when people talk about “reports,” they’re usually referring to official documents outlining the facts of a topic, typically written by an expert on the subject or someone assigned to investigate it. There are different types of reports, explained in the next section, but they mostly fit this description.

**What kind of information is shared in reports?**

Although all facts are welcome, reports, in particular, tend to feature these types of content:

* Details of an event or situation
* The consequences or ongoing effect of an event or situation
* Evaluation of statistical data or analytics
* Interpretations from the information in the report
* Predictions or recommendations based on the information in the report
* How the information relates to other events or reports

Moreover, reports are heavily organized, commonly with tables of contents and copious headings and subheadings. This makes it easier for readers to scan reports for the information they’re looking for. Essays, on the other hand, are meant to be read start to finish, not browsed for specific insights. 

**Types of report formats**

There are a few different types of reports, depending on the purpose and to whom you present your report. Here’s a quick list of the common types of reports:

* **Academic report:**Tests a student’s comprehension of the subject matter, such as book reports, reports on historical events, and biographies
* **Business reports:**Identifies information useful in business strategy, such as marketing reports, internal memos, SWOT analysis, and feasibility reports
* **Scientific reports:** Shares research findings, such as research papers and case studies, typically in science journals

Reports can be further divided into categories based on how they are written. For example, a report could be formal or informal, short or long, and internal or external. In business, a **vertical report**shares information with people on different levels of the hierarchy (i.e., people who work above you and below you), while a **lateral report** is for people on the author’s same level, but in different departments.

**What is the structure of a report?**

The report format depends on the type of report and the requirements of the assignment. While reports can use their own unique structure, most follow this basic template:

* **Introduction:** Setting up the body of the report, your [introduction](https://www.grammarly.com/blog/how-to-write-an-introduction/) explains the overall topic that you’re about to discuss, with your thesis statement and any need-to-know background information before you get into your own findings.
* **Body:**The body of the report explains all your major discoveries, broken up into headings and subheadings. The body makes up the majority of the entire report; whereas the introduction and conclusion are just a few paragraphs each, the body can go on for pages.
* **Conclusion:**The [conclusion](https://www.grammarly.com/blog/how-to-write-a-conclusion/) is where you bring together all the information in your report and come to a definitive interpretation or judgment. This is usually where the author inputs their own personal opinions or inferences.

**Report Writing Sample**

2nd September, 2024

The Principal,

High School, Islamabad

X.Y.Z,

Member Disciplinary Committee

Subject: Frequent Disciplinary Issues Observed in the College

Respected Sir,

**Introduction:**

In recent weeks, our institute has seen a rise in disciplinary issues, including bullying, vandalism, and academic dishonesty. These incidents are disrupting the learning environment and creating a hostile atmosphere for students and staff. This report outlines the problems, examines possible causes, and offers suggestions to help restore a positive and productive environment at the institute.

**Report:**

Over the past few weeks, several disciplinary issues have been observed among the students at our institute. There have been reports of bullying, both verbal and physical, among students, which is creating a hostile environment for some. Instances of vandalism, such as graffiti on walls and damage to school property, have been noted. Furthermore, cases of academic dishonesty, including cheating during tests and plagiarism in assignments, have been reported.

The causes of these disciplinary issues seem to be multifaceted. Some students lack adequate supervision and guidance at home, leading to poor behavior in school. Secondly, students may engage in disruptive behavior to gain acceptance or popularity among their peers. Moreover, the pervasive influence of social media has led to inappropriate behavior, including cyberbullying and distractions during school hours.

The ongoing disciplinary issues have significantly impacted the learning environment. Frequent interruptions in class prevent teachers from delivering lessons effectively, thereby affecting the academic performance of all students. Secondly, bullying and harassment have led to a decline in student morale, with some students feeling unsafe or demotivated. Lastly, repeated incidents of indiscipline may tarnish the reputation of the institute, making it less attractive to prospective students and faculty.

**Conclusion:**

In conclusion, addressing the disciplinary issues at our institute requires a collaborative effort from all stakeholders, including the administration, faculty, students, and parents. By implementing the above measures, we can restore a positive and conducive learning environment for all.

**Suggestions:**

To address these issues, the following remedial measures are proposed:

1. Regular meetings with parents should be organized to discuss their children's behavior and strategies for improvement.
2. Workshops and seminars on bullying and its consequences should be conducted to raise awareness among students.
3. Enhanced supervision during break times and in common areas can help prevent instances of vandalism and bullying.

Yours sincerely,

X.Y.Z.