

Module 3

Types of Reports

1. **Informal Reports:** The ultimate purpose of an informal report is to fulfill an immediate requirement which does not require an elaborate analysis or presentation. So, these are shorter than formal reports. For instance, if a managing director wishes to know the current status of production or performance of employees in a particular department, the information can be presented in an informal report. Informal reports are also written by using the same format as that of a letter or a memorandum.

a) Letter reports: Informal reports in the form of letters for correspondence outside the office. The business letter format is very important for communicating formally in or outside an organization.

b) Memo reports: Informal reports in the form of memo for correspondence inside the office. A report that deals with a minor problem or provides facts of routine nature, using this interoffice memorandum format

2. **Formal Reports:** They have a seriousness of purpose and content presenting elaborate data which cannot be informally presented. There are various types of formal reports.

a) Informational reports: This conveys information. It entails all the details related to the subject under discussion.

b) Interpretive reports: These are also known as analytical or investigative reports. These reports help the readers analyze, interpret and evaluate facts and ideas.

c) Routine/Periodic reports: These reports are submitted at specific intervals in the routine of business affairs. The following are different types of periodic reports.

I. Progress reports: This informs about the status and process of a particular project undertaken by the organization during a specific period.

II. Laboratory reports: These reports are written by scientists and students who work regularly in laboratories.

III. Inspection reports: These are the routine reports that are compiled only after thorough investigation of objects or products.

IV. Inventory reports: This is computer-generated and requires the user to put in the relevant data regarding the stock on hand.

V. Annual confidential report on employees: These reports are submitted annually by the controlling officers about their subordinates. It evaluates their work performance and behaviour in their respective departments.

What are the different types of proposals?

Whenever a new idea or workable solution for a problem or advice is proposed, it is called a proposal.

1. When the aim of the proposal is to modify or create something that requires a good understanding of technical knowledge and skills, it is called a **technical proposal**.

2. A business proposal is a document that you submit to your company or another enterprise proposing a business arrangement dealing with any aspect of business, commerce or industry. These proposals help to appraise and improve the existing products and services to meet the ever changing demands of the market. Sometimes these are also termed as sales proposals when they focus only on increasing the sale of a product or service of a company.

3. When we intend to undertake a systematic research, we are required to submit a proposal outlining broadly the basis of the proposed research, its purpose, scope, significance, limitations, etc. Such proposals also include a reference to the procedures, methods and theories to be followed in conducting the research. Academic in nature and written with scientific objectivity, such proposals are known as **research proposals**.

4. Solicited (invited): Whenever a proposal is drafted in response to an advertisement or demand from an authority in a company or organization or outside the organization or agency, it is termed as a solicited proposal. These are invited proposals.

5. Unsolicited (uninvited): Unsolicited proposals are more demanding and require greater imagination on the part of the bidder. In an unsolicited proposal – a non-invited proposal, we might have an idea for a product or service that would be of benefit to a particular organization.