**What is an informational report?**

An informational report is a report that strictly contains factual information regarding a topic or event, without providing further analysis. The people who read such reports are usually those who need them to make highly complex business decisions, like a company's board of directors or major stockholders. The main purpose of an informational report is to provide relevant individuals with enough information for them to be able to draw relevant conclusions regarding a certain topic. They usually fall under three main categories:

Scientific reports: These typically focus on providing a factual description of the report subject's appearance and behavior.

Technological reports: These typically focus on describing the components and uses of a tech-related product or feature.

Social studies reports: These typically focus on describing aspects that directly relate to people, like individuals, places, culture, economic issues and society as a whole.

**How to write an informational report?**

Consider following these steps when writing an informational report:

1. Choose a topic

The first step in writing a useful informational report is deciding on an appropriate topic. The goal is usually to inform the audience regarding a subject they're interested in. Once you have a general topic, you can keep narrowing it until it focuses on a highly specific but relevant aspect.

2. Make a thesis statement

An informational report's thesis statement informs the reader regarding what the informational report's premise is. It's usually one or two sentences long and describes the premise in clear terms. An effective thesis gets the reader's attention and also helps you create a well-written informational report by helping you determine what to include and what to exclude.

3. Research your chosen topic

Given the fact that informational reports present relevant data without analyzing it, you usually have to thoroughly research your topic before creating the actual report. Depending on the topic, the sources may be internal company documents, peer-reviewed journals, government reports, reference books or other similar research material. When including external data, it's usually important to cross-reference it, as giving more than one source is usually an important indicator of its validity.

4. Write the actual informational report

Once you know what your topic is and have all the relevant data, you can work on writing the report. Most reports follow a common structure, with an introduction, a body paragraph and a conclusion. You can include your thesis statement in the introduction, discuss the facts and details in the body and sum up the report in the conclusion.

**Useful Links:**

<https://linlithgowprimary.westlothian.org.uk/media/41626/PM-writing-information-report/pdf/PM_writing_information_report.pdf?m=637239510694370000>

https://www.ulethbridge.ca/sites/default/files/InformativeReport\_1.pdf