



BITS Pilani
Pilani Campus

Structure of Reports

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Structure of a Technical Report



- **Prefatory Parts**
- **Main text**
- **Supplementary Parts**

Structure: How is it chosen?



- Usefulness: It refers to the need for including any particular element. For example, when you write an informational report, you do not require a section on recommendations.
- Terms of Reference: They specify the object of the report. These are limits that are set on what an official committee or report has been asked to do.
- Existing Practice: The elements that constitute a report are also determined by the existing practice in an organization in terms of producing reports. That is, if an organization does not require an abstract or summary for a report, they can be omitted.

Prefatory Parts



- Cover page and Frontispiece
- Title Page
- Certificate
- Letter of Transmittal
- Acknowledgement
- Table of Contents
- List of Illustrations
- Abstract
- Summary
- Copyright Notice

Main Body of a Report



- **Introduction**
- **Discussion**
- **Conclusion**
- **Recommendation**

Supplementary Parts



- **Appendix / Appendices**
- **References and Bibliography**
- **Glossary and Index**

Prefatory Parts: Cover Page and Frontispiece



- The cover page of the report not only gives it an elegant appearance but also protects it from damage.
- It also serves as a quick reference to the readers to know the topic and the author of the report.
- The classification of the report (secret/top secret) and report number, if applicable, may also be mentioned on the cover page on the top left corner and right corner, respectively.
- Any illustration on the cover page such as photographs, drawings or diagrams that are superimposed to draw attention is called frontispiece. It is used optionally.
- Many organizations have standard cover for reports with the organization's name and logo.

Top Secret

Report No.105

**A REPORT
ON
MEDICAL FACILITIES IN INDIA
DURING 1951-1997**

**PREPARED BY
THE CHAIRMAN**

**THE MEDICAL COUNCIL OF INDIA
NEW DELHI
NOVEMBER 1998**

Prefatory Part: Title



- The title page is the first right-hand page of a report. This page is more or less similar to the cover page, except that it contains the following additional information:
 1. Name and designation of the intended reader
 2. Name and designation of the approving authority, if any.

Report No.105

**A REPORT
ON
MEDICAL FACILITIES IN INDIA
DURING 1951-1997**

**PREPARED FOR
THE SECRETARY
MINISTRY OF HEALTH AND FAMILY WELFARE
GOVERNMENT OF INDIA
BY**

**THE CHAIRMAN
MEDICAL COUNCIL OF INDIA**

**THE MEDICAL COUNCIL OF INDIA
NEW DELHI
NOVEMBER 1998**

Prefatory Part: Certificate



- Certain reports, such as project reports and research reports require a certificate vouching for the original contribution of the report writer.
- Generally, the certificate contains the statement testifying the original work, place, date and signature of the project supervisor or guide.

Prefatory Part: Letter of Transmittal



- It is an optional element of the report and usually appears before the table of contents.
- It serves the same purpose as that of a preface in a published document.
- It also engages with the audience in an informal way. E.g. If the audience is likely to be skeptical of or even hostile to something in the report, the transmittal letter is a good opportunity to acknowledge their concerns and explain how the report addresses the issues they are concerned about.

Prefatory Part: Acknowledgement



- This is a list of persons whom we may like to thank for their advice, support, or assistance of any kind. Few guidelines are:
 1. Categorize the audience: Courtesy, Real Help, Emotional Support, Production Help
 2. Vary the expression: Do not begin each sentence with “I thank...”
 3. Avoid listing names
 4. Divide the content (if long) into well-structured paragraphs.

Prefatory part: Table of Contents

Acknowledgments	ii
Abstract	iv
1. Introduction	1
2. Growth of Medical Facilities-An overview	4
3. Hospitals & Dispensaries	11
4. Beds	16
5. Health centers	21
5.1. Community	
5.2. Primary	
5.3. Sub	
6. Conclusions	30
7. Recommendations	32
Appendix	34
References	41

Prefatory Part: List of Illustrations

I	Growth of Hospitals	13
II	Growth of Centers	14

FIGURES

1.	Growth of Primary Centers	26
2.	Growth of Facilities	30

Prefatory Part: Abstract

- **Technical Content and Scope (brief)**
- **Objective , results , significance**
- **Length 2-5% (half a page)**
- **No acronyms, references, illustrations**
- **Meant for reports more than 10 pages**
- **Generally designed for technical specialists**

Prefatory part: Executive Summary

- **Entire substance in a nutshell**
- **Significant gleanings (summary of chapters)**
- **If necessary, contains illustrations**
- **5-10 % of the report**
- **Meant for very voluminous reports (50 p)**
- **Designed often for non-technical readers (simple language)**

Abstract

- **Essence**
- **Qualitative**
- **No place for Illustrations**

Summary

- **Entire report**
- **Both Qualitative and Quantitative**
- **Illustrations can be included**

Abstract (Sample)

Medical facilities in India, no doubt have grown considerably over the years. With the primary objective of providing a clear view of this growth over the years 1951- 1997 this report analyses in detail the various facilities related to hospitals, dispensaries and centers in our nation. The study would provide a comprehensive view of the essential medical facilities which would enable the authorities to decide upon improving the same in future.

Prefatory part: Copyright Notice

- **Legal monopoly for the publication and distribution**
- **Ideas can't be copyrighted—only form/sequence**
- **Details of Publisher/ Author**
- **Back of the title page**

INTRODUCTION

- **Historical / Technical background**
- **Purpose, authorization**
- **Method of data collection**
- **Plan in developing the solution**
- **Scope, limitations**
- **Significance of your results**
- **Plan of the report**

Any other spl. /addl. information

DISCUSSION

- **Contains several sections**
- **Divide the matter into Topics & Sub Topics**
- **Substantial matter under each topic / sub topic**
- **Detailed analysis / interpretation**
- **Overview**
- **No recommendations**
- **Contains illustrations**

ILLUSTRATIONS

- **When**
- **Why**
- **How**
- **Types**

When

Mass of statistics

Complexity of ideas

Why

- **Distinctive Professional Flavor**
- **Clarify, reinforce**
- **Present large details in less space and greater accuracy**
- **Make descriptions vivid and eye catching**
- **Communicate more effectively and accurately**

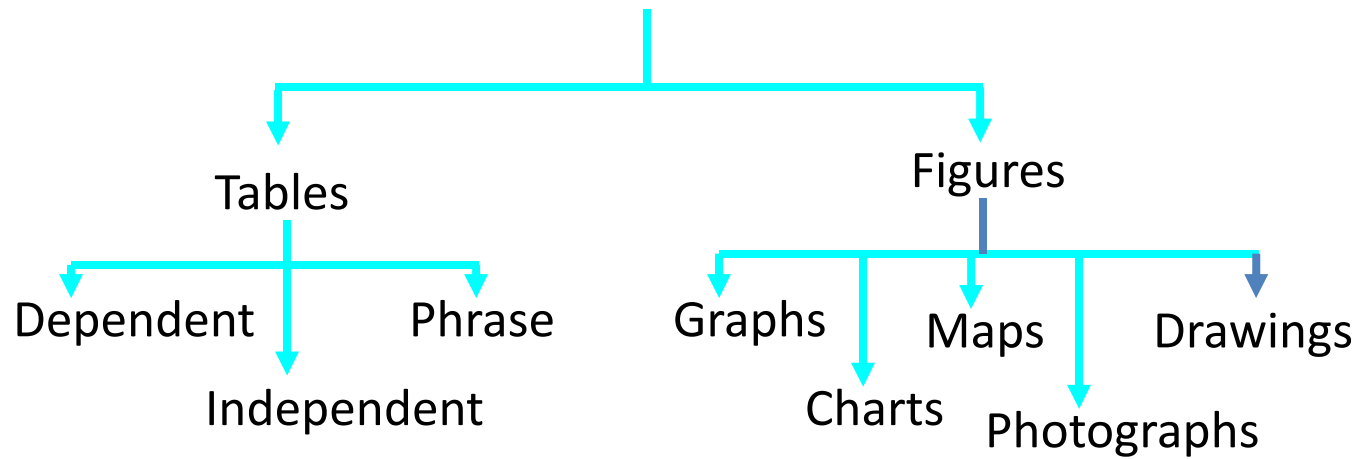
How (Guidelines)

- **Neat, accurate, self contained**
- **Contents to be closely related to the text**
- **To be explained and placed as close to the 1st reference as possible**
- **Size –to be clearly visible**
- **To be numbered and captioned**

Tables- Roman & top

Figures- Arabic & bottom

Illustrations



Dependent Table

- **Contents can't be understood without the help of the text.**

**e.g. The details of patients admitted on 14.11.99
are given below**

General ward	35
Special ward	15
Maternity ward	10

Independent Table

Table I Medical Facilities 1951-1997

S.No.	Items	Year	
		1951	1997
1.	Hospital	2694	13692
2.	Dispensaries	5306	28321
3.	Beds	117178	596203
4.	Beds per lakh population	32	70
5.	Community Health centres	-	2424
6.	Primary Health centres	-	21854
7.	Sub-centers	-	132730

Phrase Table

Goods	Durability	Nature/metal	Availability
Wires	Long lasting	Copper	Freely
Utensils	Long lasting	Steel	Scarce

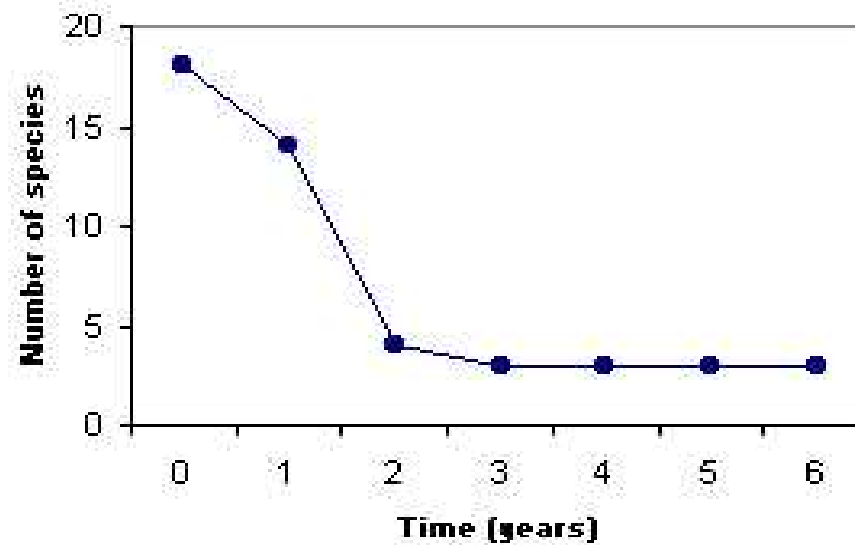
TABLE I FATAL ROAD ACCIDENTS 1991-95

TABLE II FATAL ROAD ACCIDENTS 1991-95
(% wise)

GRAPHS

- **Rectilinear**
- **Multiple line**
- **Bar**
- **Pie**
- **Semi-log**
- **Pictorial**
- **Scatter**
- **Surface**

Line graph



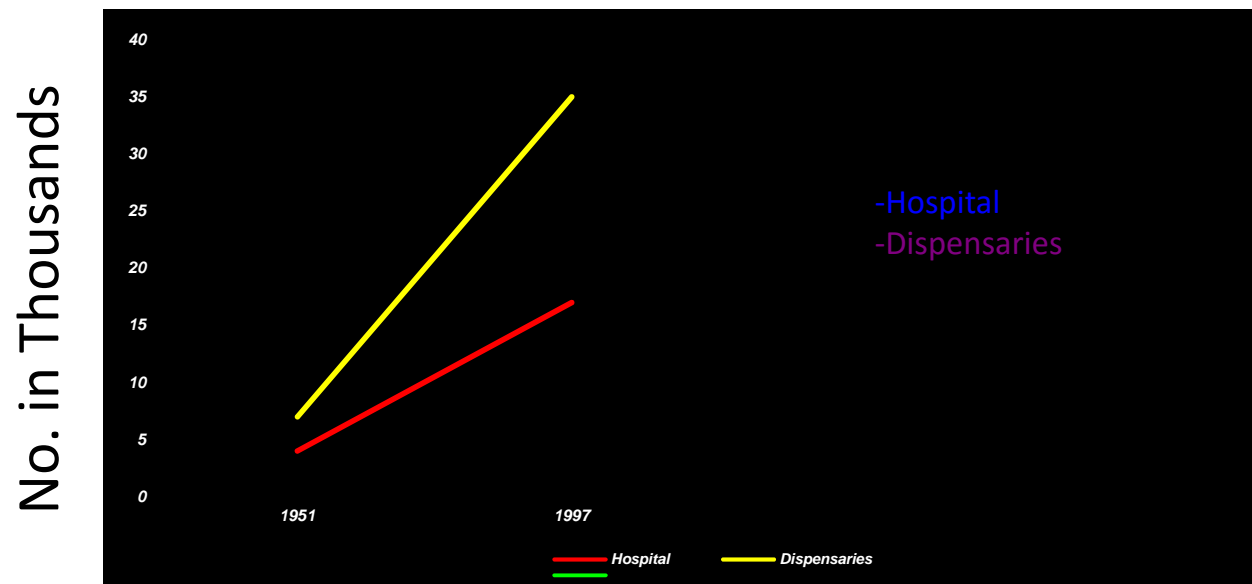


Fig.1 Growth of Hospitals & Dispensaries 1951-1997

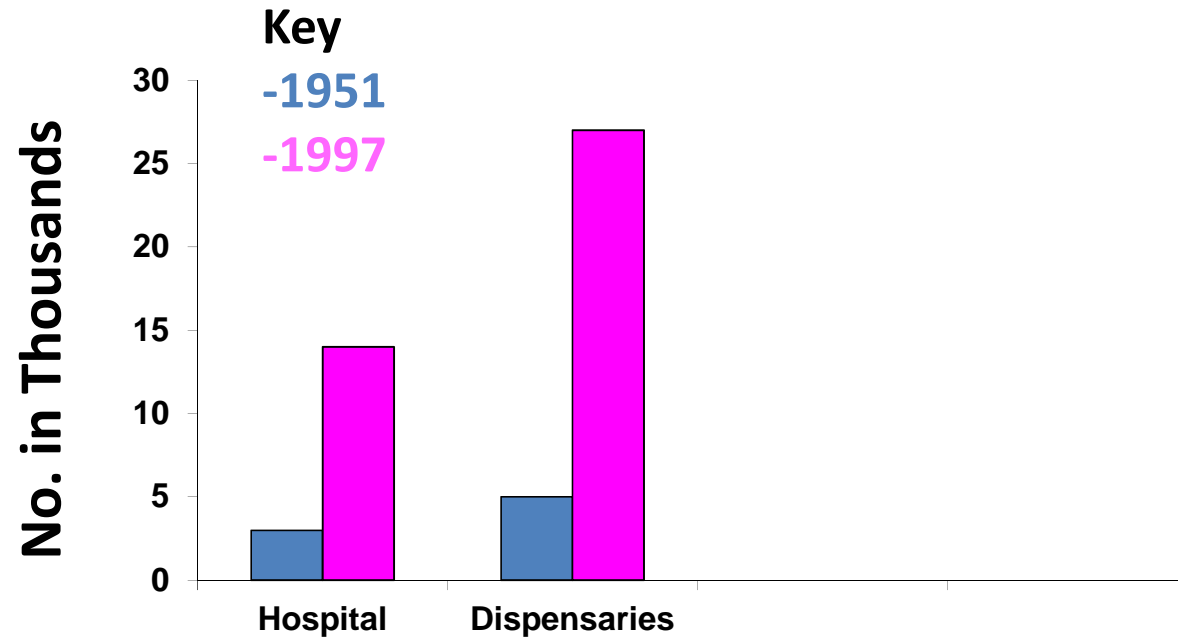


Fig.2 Growth of Hospitals & Dispensaries

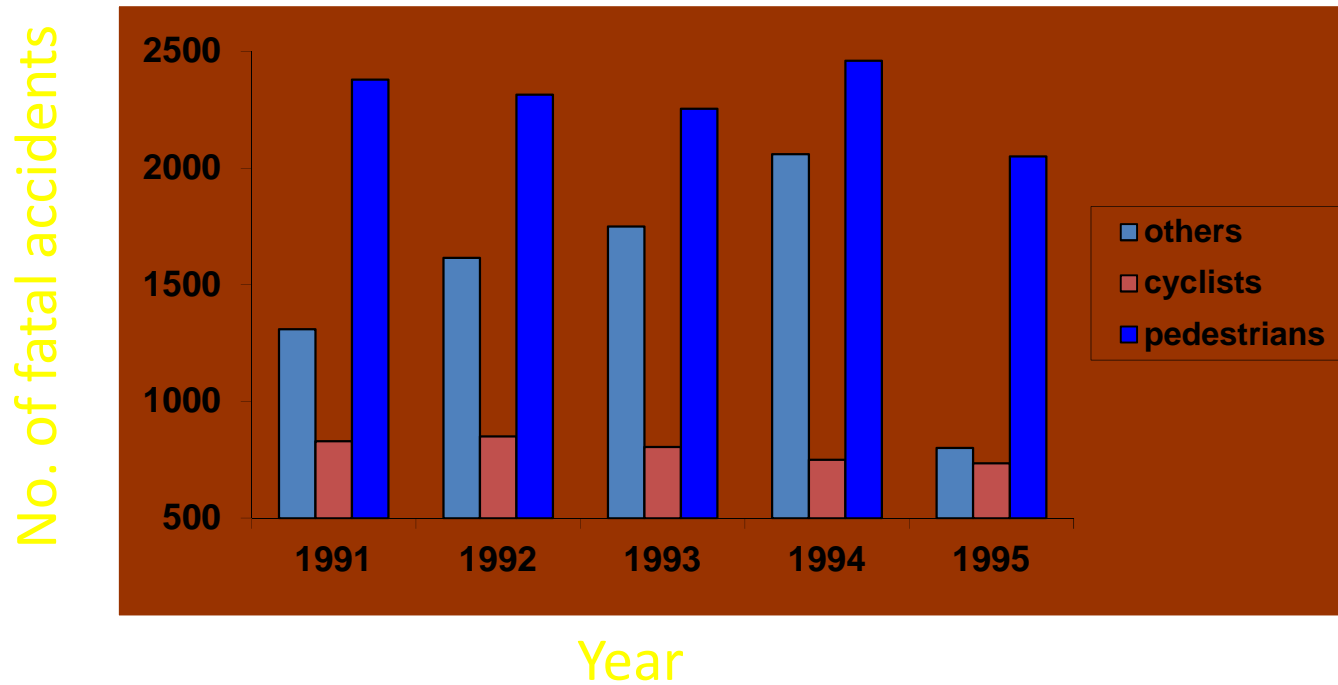


Fig.2 Bar graph showing the number of Fatal Accidents category-wise during 1991-1995



Fig.3 Centers in 1997

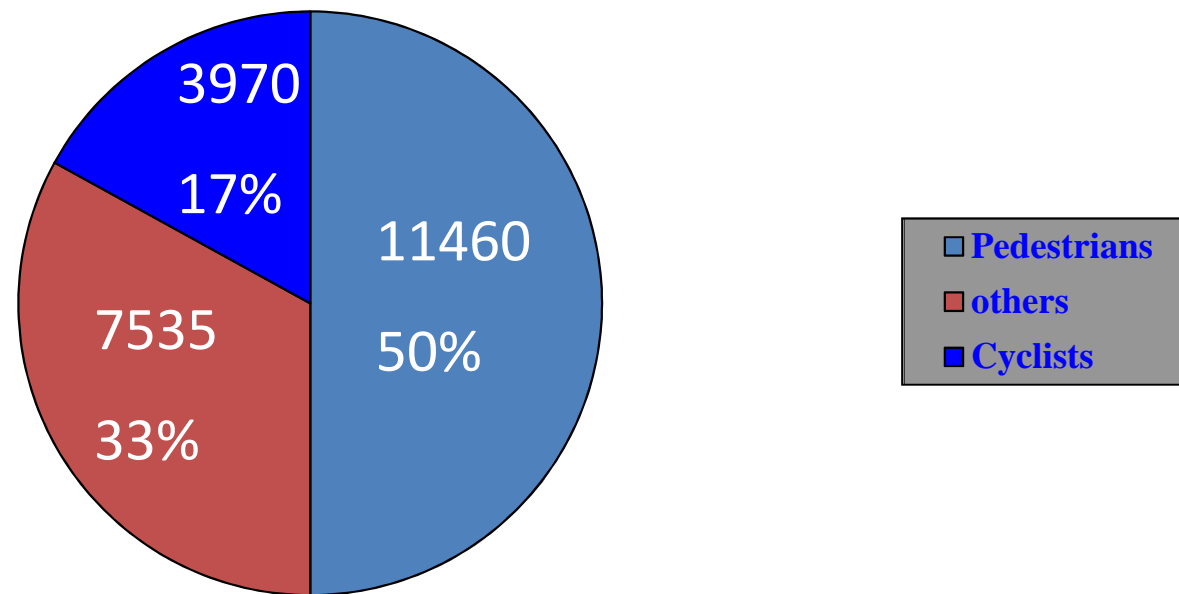


Fig. 1 Percentage Graph showing the Fatal Road Accidents during 1991-95

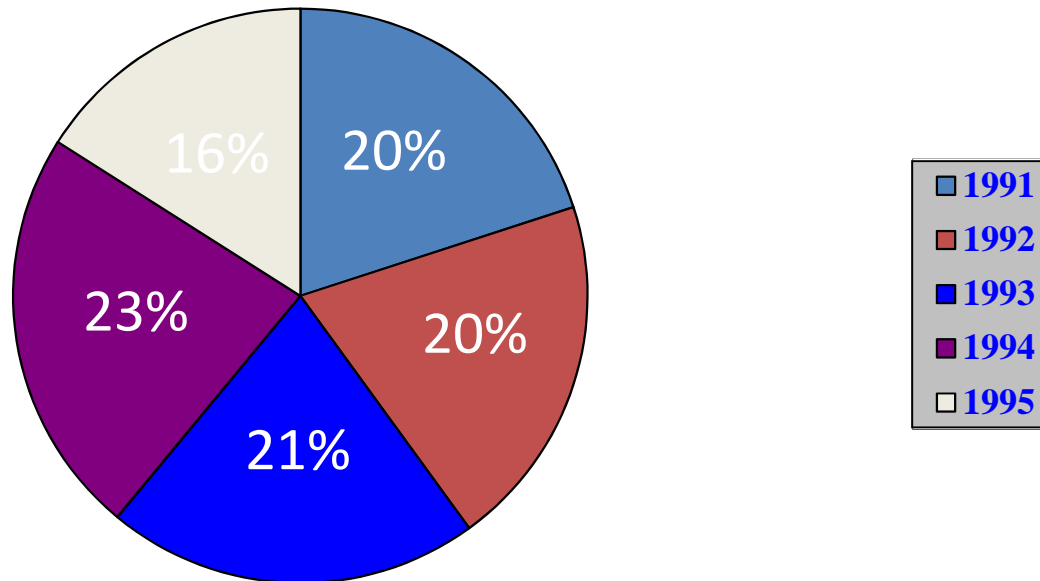
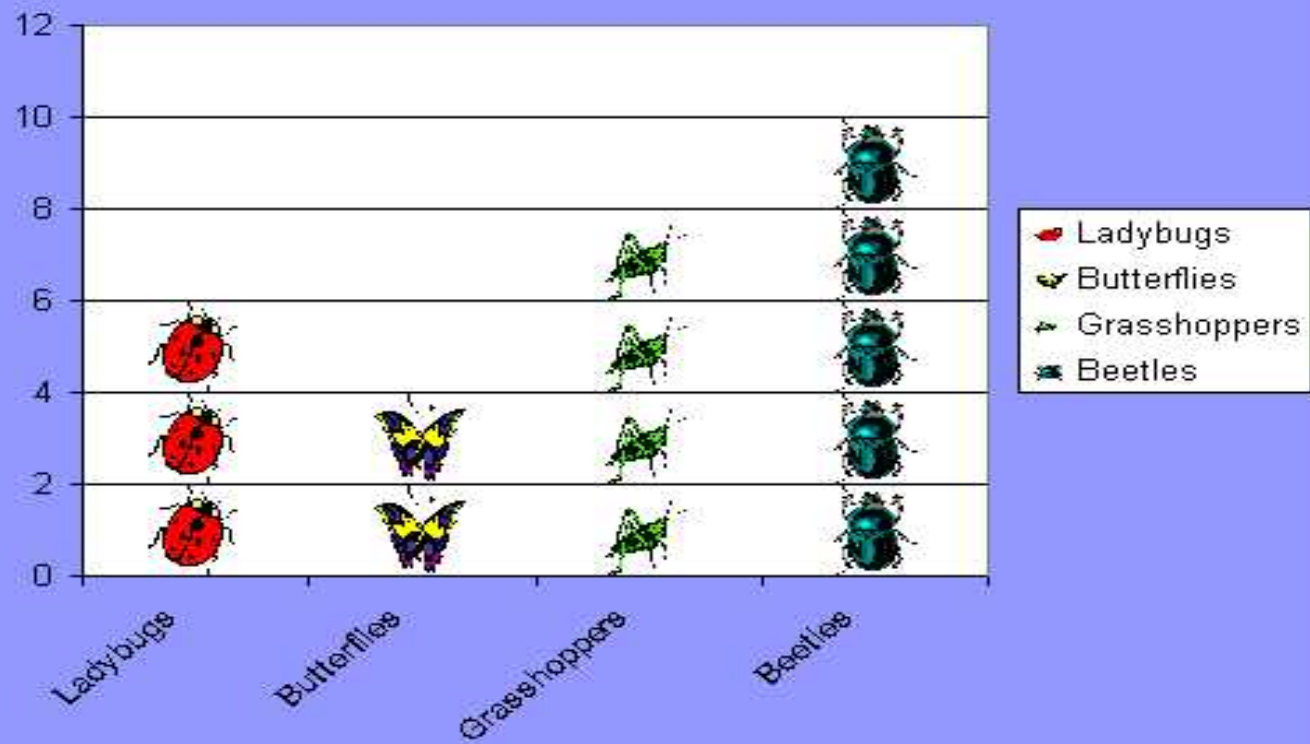
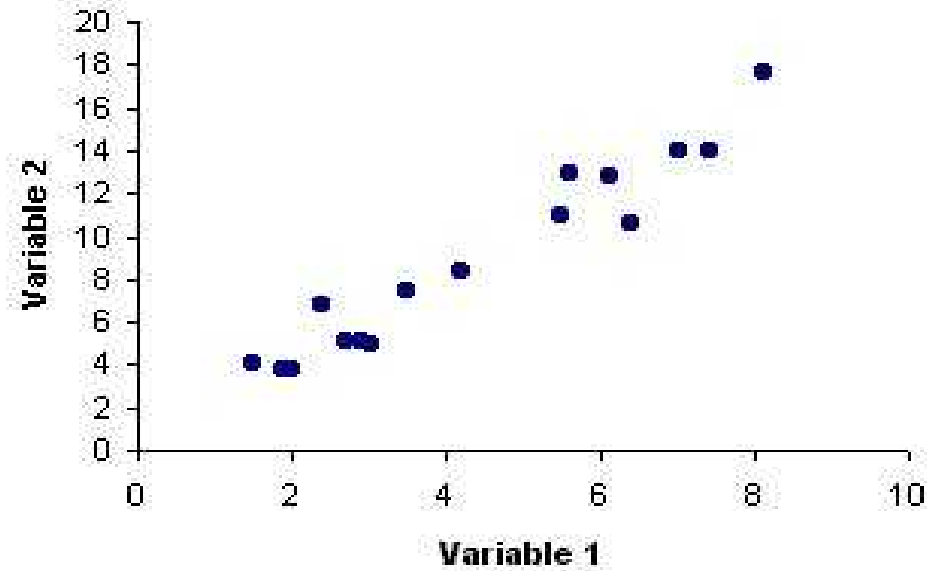


Fig. 1.1 Percentage Graph showing the fatal Road accidents year-wise from 1991-95

Insect Project



Scatter Graph



CONCLUSIONS

- End remarks
- Major inferences drawn
- Judgments formed on the basis of analysis
- Tabular (if many)
- Narrative (if few)

Recommendations

Suggestions for future course of
action

Based on Conclusions

Tentative

Conciliatory

Aggressive

Appendix

- Contains material closely related to the topic but not very much necessary to understand the report.
- If added in the text would affect the flow.
- Experimental results, detailed calculations, statistical data, Comparative analysis, Sample questionnaires, Sample Proforma

DOCUMENTATION

STYLES

- **MLA (Modern Language Association)**
- **APA (American Psychological Association)**
- **Chicago style**
- **IEEE style**

Details for Documentation

- **Author/s (whether editor/s)**
- **Year**
- **Title of the book/article , Edition if any**
- **Name of Journal/Newspaper/Magazine,
Volume No. Page no.**
- **Place of Publication**
- **Name of Publishers**

Citation Example: Books

MLA STYLE FORMAT

Book with One Author:

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year. Medium.
Grenfell, Wilfred Thomason. *Adrift on an Ice Pan*. St. John's: Creative, 1992. Print.

Book with More Than One Author:

Katona, Steven K., Valerie Rough, and David T. Richardson. *A Field Guide to the Whales, Porpoises, and Seals from Cape Cod to Newfoundland*. 4th ed. Washington: Smithsonian Institution Press, 1993. Print.

Book with More Than Three Authors:

Storey, Keith, et al. *Family Life Impacts of Offshore Oil and Gas Employment*. St. John's: Memorial University of Newfoundland, Institute of Social and Economic Research, 1989. Print.

Citation Example: E-resource

E-Book:

Author Last name, First name. *Title of Book*. Place of Publication: Publisher, Year. *Title of Database or Website*. Medium. Date you accessed it.

Hubbard, Jennifer Mary. *A Science on the Scales: The Rise of Canadian Atlantic Fisheries Biology, 1898-1939*. Toronto: University of Toronto Press, 2006. *ebRARY*. Web. 9 Apr. 2009.

Citation Example: Journal

ARTICLES

Journal Article (Print):

"Print" refers to journals published in paper format.

Author Last name, First name. "Title of Article." *Name of Journal* Volume. Issue (Year): Pages. Medium.

Cox, Gordon. "A Newfoundland Christmas Caroling Tradition." *Folk Music Journal* 3.3 (1977): 242-60. Print.

Journal Article (Internet):

Author. "Title of Article." *Name of Journal* Volume. Issue (Year): Pages. Medium. Date you accessed it.

Lackenbauer, Whitney P. "War, Memory, and the Newfoundland Regiment at Gallipoli." *Newfoundland and Labrador Studies* 15.2 (1999): 176-214. Web. 6 Sept. 2009.

Bibliography

- Lists all the works consulted for ideas/information
- May contain works recommended for further study
- May be 'annotated' or 'selected'
- Entries in alphabetical order
- Prepared before writing the report

List of References

- Points out the specific location of an idea or a piece of information
- No such function
- Indicates only the sources
- Not necessary
- More conveniently Prepared while the report is being written



THANK YOU