



Types of report writing

Understanding for effective communication.

Different Types of Report Writing



Different types of Reports

Understanding the different types of reports will help you determine the purpose of writing and the audience it's meant for. Knowing these details will help you write more effective reports.

Academic Reports: Comprehensive and In-Depth

Academic reports are the most common types of reports written. They are designed to be comprehensive and in-depth, using research and evidence to support the arguments.

Technical Reports: Specific and Precise

Technical reports are more specific and precise than academic reports, designed to provide specific information on a particular topic or problem. They are usually more concise and technical in nature.

Business Reports: Organized and Persuasive

Business reports are designed to be organized and persuasive, often with the aim of convincing stakeholders to take action or make decisions. They are often used to convey financial or marketing information and analysis.

Types of Report Writing

1. Informational Reports

These are reports that provide details on a specific topic.

2. Analytical Reports

These reports analyze a problem and provide possible solutions.

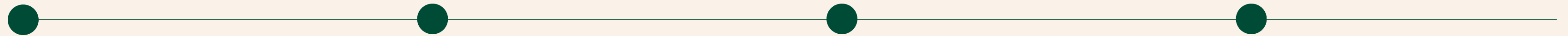
3. Compliance Reports

These reports ensure that a company or organization is following regulations.

4. Feasibility Reports

These reports assess the practicality of a project or idea.

Milestones in Report Writing



Pre-Writing Phase

This phase is the initial stage of report writing. During this stage, you analyze the audience, purpose, and scope of the report.

Writing Phase

This is the stage where you gather, organize, and present the information for the report in a logical and coherent manner.

Revising Phase

This is the final phase of report writing and it involves making changes to the report based on the feedback received during the review phase.

Reviewing Phase

This phase involves reviewing the report for accuracy, completeness, and clarity of ideas. It helps to ensure that the report meets the desired purpose and audience expectations.

How to report an event?

-
- Bill Smith (president) — James Jones (keynote speaker) — 1,000+ employees
- Who was there? — Lisa Brian (advertising guru)
 - What was the event about? — going the extra mile to find what your client really wants
 - Where did it take place? — King Center, downtown
 - When did it take place? — 12pm-7pm
 - Why was the event scheduled? — To inspire our company to give our absolute best to our clients

Technical Report Format

CONTENT:

1. Introduction.

2. Technical Report.

2.1 Introduction.

2.2 Objective.

3. Format.

3.1 Title page.

3.2 Summary.

3.3 Table of Content.

3.4 Introduction.

3.5 Text body.

3.6 Conclusions.

3.7 References.

3.8 Appendices.

4. References.

Business Report Format

CONTENT:

1. Introduction.

2. Technical Report.

2.1 Introduction.

2.2 Objective.

3. Format.

3.1 Title page.

3.2 Summary.

3.3 Table of Content.

3.4 Introduction.

3.5 Text body.

3.6 Conclusions.

3.7 References.

3.8 Appendices.

4. References.



THANK YOU