REPORT

A report; is a document that presents information in an organized format for a specific audience and purpose.

A report can be either formal report or informal report. Formal report is the collection and interpretation of data and information. Informal report it function to inform analyse and recommend.

PRIMARY PURPOSE OF REPORT IN PROFESSIONAL COMMUNICATION

1. Evaluating; report asses the effectiveness of programs, projects or strategies and report involves understanding.
2. Documenting; it provides record of ideas, decision, agreements and procedures.
3. Recommending; the goal is to suggest a course of action idea or solution to a specific problem or situation.
4. Providing evidence; means supporting your claims with factual information.
5. Tracking; it helps to track progress toward goal and objectives overtime