# 21CSC402P – REPORT WRITING

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# Outline of the Presentation

# Report writing

- **Definition**: Report writing is a creation of structured document that precisely describes and examines on event or occurrence.

- **What is a report?**

- A report is a document which presents facts in a clear and logical way to offer the reader important information. It is short, sharp and specially written for a particular audience and purpose.

- **What is technical report?**

- A technical report is a document that describes the process, progress or results of technical or scientific research problems.

- **Purpose**

- Used to communicate technical information

- Helps in decision making for example finding solutions to problems.

# Types of reports

- Performance Appraisal Report, Progress Report, Inspection Report, Feasibility Report, Analytical Report and Project Report.

- Performance Appraisal Report.

- Performance Appraisal is the systematic evaluation of the performance of employees to understand the abilities of a person for further growth and development. Appraisal reports are a great way to help employees to identify strengths and weaknesses and set goals for the upcoming time period.

- Progress Report

- A progress report is a written record of what the individual has done and what is left to do on a project. It is written to inform a supervisor, associate, or customer about progress you've made on a project over a certain period of time.

# Types of reports

- Inspection Report

- Inspection report is designed to examine the risk from a moral, physical, and financial perspective. It involves checking something, examining something, and assessing something. We may inspect a building or organization to make sure that it meets specific standards. The inspectors need to ensure that nothing is faulty and that nobody is breaking any laws.

- Feasibility Report

- A feasibility report is a result of survey to find out whether the proposed work is possible or not and proposed business is profitable or not. As the name implies, a feasibility study is used to determine the viability of an idea ensuring a project is legally and technically feasible as well as economically justifiable. It tells us whether a project is worth for the investment. There can be many reasons for this, including requiring too many resources, which not only prevents those resources from performing other tasks but also may cost more than an organization would earn back.

- Analytical Report

- Analytical reports are used to understand and analyze problems. As a specific genre of reports, analytical reports are a hybrid between an informational report and a proposal. Analytical reports' goals are not only the identification and analysis of a problem and previously tried solutions but also the proposal of evidence-based recommendations to solve that problem where past attempts failed.

- Project Report

- A Project Report is a result on any of the proposed study which provides details on the overall picture of the proposed study. The project report gives an account of the project proposal to ascertain the prospects of the proposed plan or activity.

# Parts of a feasibility report

- A feasibility report needs to be comprehensive and should cover all the necessary aspects related to the implementation of the idea. Here are the parts you need to see in an effective feasibility report.

- Introduction
  - Explain what the project is all about, including the background.

- Objective(s)/ Purpose
  - Explain why you do a feasibility study.

- Notes of reference
  - The source from which directive is given to prepare the report

- Methodology

- Result found
  - This serves as the body of your report and where you write in detail your processes

- Alternative Solutions
  - You will need to post at least three solutions to the problem and examine the viability of these solutions.

- Recommendation
  - Recommend which of the three solutions is the most viable option.

- Conclusion
  - Briefly write a conclusion to the report

- References

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# SAMPLE FEASIBILITY REPORT ON STARTING A MEDICAL STORE

- Group Members: (Team members' name)

- Introduction

- Medicine is a basic necessity for human life. It relieves pain, cures illness and infection, boosts immunities and provides extra nutrients and vitamin. Art of healing is based on standards of medicine, highly ethical staff and we are the best providers of Medical services. We provide quick services and good quality medicine to ensure the health of public. Medicine prevents diseases and prolongs life and the ideal medicine is to eliminate the need of a physician.

- Purpose

- To determine the viability of starting a medical store ensuring it is legally and technically feasible as well as economically justifiable.
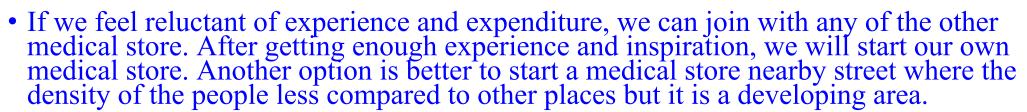
- Research

- It is planned to start a medical store by four individuals. Each individual is a working partner and decides to invest Rs 5 Lakh. The management has a core strategic plan to invest 50 percent profit in business. If we obtain profit more than 25 percent then we will setup new stores in sub rural areas. We will arrange weekly meetings in order to maintain and bring improvements in our business and services. We can maximize our profit up to 50 to 60 percent but it is unethical. Hence, our maximum profit is about 20 to 35 percent only.

- For this purpose, we get a shop on rent that is situated in MGR Street near Apollo hospital. It is a residential area in which there is one educational institution. All type of resources are easily available in this territory. There are approximately 7000 to 10000 people living with different background setup. More chances of getting profit in this area where no medical store exist. There is a huge expectation from the customers because of the nearness of medical store and no competition exists. We sell our products on small scale.

- There has been a strong competition among the business people in this field. Therefore, the best way to attract the customers is providing products according to the need of the customers. We will reduce the price of products to attract the new customers. The main products for sales are all medicines, surgical equipments, cosmetics, face wash and blood glucose monitoring system.

# SAMPLE FEASIBILITY REPORT ON STARTING A MEDICAL STORE

- Alternative Solutions

- If we feel reluctant of experience and expenditure, we can join with any of the other medical store. After getting enough experience and inspiration, we will start our own medical store. Another option is better to start a medical store nearby street where the density of the people less compared to other places but it is a developing area.

- Recommendations

- We recommend that this business can be highly profitable if one works honestly. It is recommended to use high quality medicines for the health of the people.

- On the basis of this study, it clearly shows that this is the right time to start this business.

- Conclusion

- It is most respectable and highly honorable profession. If business is done honestly and genuinely, it will give more profit. It also gives a sense of satisfaction and must be a great service to the public.

- Reference

- https://www.examples.com/business/proposal-example-in-pdf.html

- TASK 1

- It has been observed by the director of your institution that during some serious academic presentations at least seventy five percent of students and faculty members are looking at their mobile phones more than they are looking at the resource persons. It seems to affect their critical listening and serious intellectual involvement. The director asked you to prepare a report highlighting the causes and consequences of over use of mobile devices and to give your recommendations to curb this problem. As the academic coordinator, prepare the same.

- TASK 2

- You are the project leader in an organization and you noticed that communication on major projects is suffering because several team members are in the habit of writing careless instant messages that often force recipients to engage in several rounds of follow-up messages to figure out what the sender had in mind. That consumes a lot of time as they try to decode the message immediately. Very often it has been observed that wrong meaning is conceived from the confusing text messages. It badly affects the efficiency of the team members. As a project leader prepare a detailed report, to be submitted to the MD of the company, by underlining the negative effects of instant messaging and give your suggestions to control such practice.