

Communication Skills Quiz No 04 (Spring 2023)

Question: Differentiate the Informational and Analytical Report.

Answer:

Informational Report	Analytical Report
An informational report is objective and unbiased. It focuses on presenting facts and data accurately without any opinion or analysis.	Analytical reports involve a comprehensive analysis of data, facts, or a specific topic. They aim to identify patterns, trends, relationships, and potential implications within the information provided.
This type of report typically includes raw data, statistics, and other relevant information. It may contain charts, graphs, tables, or other visual aids to present the data in a more understandable format.	Analytical reports can contain the author's subjective interpretation of the data. They often require the author to use their expertise, judgment, and critical thinking skills to analyze the information.
Informational reports are typically organized in a straightforward manner. They present information concisely, avoiding unnecessary details or complex explanations.	Analytical reports include conclusions drawn from the analysis. These conclusions are typically supported by evidence and logical reasoning. Additionally, analytical reports often provide recommendations based on the findings to guide decision-making or suggest actions.
informational reports do not offer in-depth analysis or interpretation of the data. They refrain from drawing conclusions or making recommendations based on the information presented.	Analytical reports consider the needs and interests of the intended audience. They may provide explanations, context, and background information to ensure the reader understands the analysis and conclusions.