

UNIT-7

Information Reports:

Writing report on a given topic is imp in this unit, other theories are less imp, review past papers

④. Introduction:

A report is simply a statement or description of things and events that have already occurred in a particular issue, problem, topic or research area. A report focuses on transmitting information with a clear purpose to the audience who was not present on the scene. A good report is a formal document with accurate procedure, objective and complete. It includes a description of certain idea, procedure followed for collection and analysis of data, their significance, the conclusion drawn and recommendation if required.

The general steps we need to follow while writing a report are:

- Sensing or realizing a problem.
- Literature review.
- Plan the report.
- Collect relevant data.
- Draft the report.
- Edit and proofread.
- Make a final copy.

from here to getting started on information reports is not in micro-syllabus can be escaped but this is somewhat imp possibility of asking so included in note

Organizing Report: A report should follow the procedures for writing a report. Preparation of outlines, time planning, data arrangements, copyediting and proofreading, compilation of final report, publication and preparation for viva are some of the important points to remember while organizing a report. Shorter reports may be based on title, introduction, body and conclusion. However, the medium and long reports may have several pages to be included.

Characteristics of a good report:

- 1) Accuracy: The words and sentences used in report should be correct and reliable. They should be based on the principles of clear writing. The information included in report should be accurate.

2) Effectiveness: A report must produce the desired or intended result. It should be able to complete the things specified in its objectives.

3) Clarity: A report should be as clear so as to easy to understand. It must be simple and direct.

4) Completeness: A report should be complete in itself.

5) Objectivity: The report writing should not be guided by emotional situations rather should focus on objective evidence based on facts and empirical data.

6) Appropriate language and structure: The reporter should use appropriate language and suitable format for the report.

Components of a formal report:

1) Preliminaries: The preliminaries are front-end materials that provide key information so that the readers can decide a way of reading the report. Formal reports contain a variety of elements that appear before the actual body of the report. Generally a research report includes the following preliminary components:

- The title page.
- Acceptance, or certification page.
- Abstract summary
- Acknowledgement
- Table of contents etc.

2) Main body / Text of the Report: It usually has three main components:

a) Introduction: In introduction the main idea should be expressed that we are going to express in the report. A good introduction prepares readers to follow and understand the information given within the report text. The introductory part of report should contain following parts:

- Background
- Objectives
- Rationale of the study.

④ Summary and Abstract:

20.

यहाँ किसी paragraph
जी document का short
वर्ताव लेकर की summary हो।

A summary is a condensed version of a document.

When writing an essay we generate details to develop or support a thesis and topic sentences. Summaries require writers to do the opposite: keep only general information and the most important details.

Summary का main point include
JTR अकें short JTR लेकर की abstract)

Abstracts are more condensed than summaries, often reducing documents to a thesis. The length depends on the audience's needs and expectations.

To write a summary or an abstract:

- i) Take notes during presentation thus, we are less likely to forget what the speaker said.
- ii) Read the document as many times as necessary to fully understand and highlight the main ideas.
- iii) In the summary's first sentence, include the main point of the document using own words and sentence structure.
- iv) Make clear what we are going to summarize and decide whether our audience needs a few details or only main ideas.
- v) Keep summary information proportional to the original.
- vi) Write in present tense.
- vii) Do not give opinion. A summary or an abstract should be objective.

⑤ Mechanism Description:

Please once have a look at example in book (Darlene Smith)
to this is written. It's just description of product

A mechanism description describes the main parts of a device or machine. It explains what the purpose of the mechanism and overall design is, what the parts are, what they look like, and what their function is.

Mechanism descriptions are used in catalogs, instruction manuals, and employee training. Examples of mechanisms in the workplace include car parts, furniture, kitchen tools, pencil sharpeners etc. Mechanism descriptions are often included with instructions in product packaging.

To write a mechanism description:

b) Body: This section contains information that support conclusion and recommendations of our report. It also presents analysis and interpretation of information.

c) Conclusion and Recommendation: Both conclusion and recommendation belong to the closing section of our text report. Summarize main ideas, highlight our conclusions and forward necessary recommendations. The writer summarizes the whole report with major findings.

3) Supplementary: The supplementary follows the text of the report to provide information for readers who seek more detailed discussion. For online reports, supplementary documents can be kept on separate pages. The readers are allowed to link them from the main report pages. It includes following sub-sections:

a) Appendix: This section contains the materials related to the report but not included in the text because they are too long or perhaps not relevant to every audience concern, such as graphs, figure, data sheet etc.

b) References: To fulfill ethical and legal obligations, it is necessary to maintain reference in every report.

c) Index: It is an alphabetical list of names and subjects mentioned in the report. The list facilitates the readers with specific points of information in a lengthy report along with the pages on which they appear.

④ Getting started on Informative Reports:

Professionals in business and industry use specialized reports to convey information about their work. This presents the most frequently used informative reports: summaries and abstracts, mechanism descriptions, progress and periodic reports, and news releases. These specialized reports use standard forms.

- i) Take notes, describing every part in detail.
- ii) Explain the parts left to right, or from right to left or any other order whatever pattern is logical.
- iii) Divide the mechanism into its parts and discuss each part under a separate heading.
- iv) Provide a precise physical description of the parts. Include size, color, location, and material.
- v) Include the purpose or function of each part.
- vi) Use active voice whenever possible.

④ Types of Report:

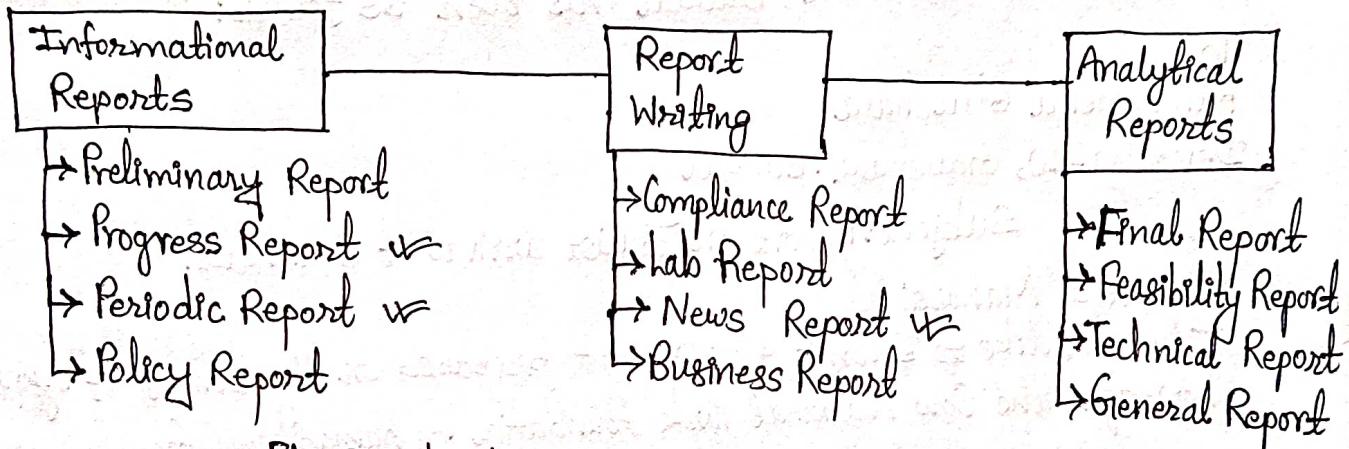


Fig: Flowchart for types of Report.

⑤ Periodic Reports:

The periodic reports are prepared periodically to provide information to the concerned authorities of the organization. Periodic reports measure progress towards goals, comparison between budget and actual expenditure, risk factors, ongoing progress etc. For example: tax report on the basis of weekly, monthly, quarterly, annually etc. affects the national income.

To write periodic reports:

- i) Begin by noting time period of all activities and accomplishments of the organization.
- ii) Meet audience's needs, and format for the audience.
- iii) Organize tasks so that we can report them logically.

- iv) For the introduction, develop an overview that briefly presents the highlights of the report.
- v) For the body, compose a section for each activity category or type of work undertaken during the reporting period, with section headings and sometimes subheadings organized from most important to least important.
- vi) In the conclusion, highlight any key ideas and refer to the next report.
- vii) Check for accuracy particularly in statistics and names.

Example: The periodic report of the tourist arrival in Kamadhenu Gaushala, at Gaushala, Butwal has been as follows:

To
Kamadhenu Gaushala,
Devdaha-10, Gaushala, Butwal

Subject: Report on Tourist arrival at Gaushala.

Respected Maharaj,

I would like to submit this report prepared on the behalf of your heritage, the Cow National Park Foundation in Kamadhenu Gaushala, Butwal.

Nepal is rich in flora and fauna. Cow conservation simply means the act of preventing the local endangered cows from being extinct. The local cows play a vital role in the field of ecosystem as well as economy of our country. Increasing urbanization, lack of grazing land, fire in the forest etc. have fatal consequences on the local cows.

Kamadhenu Gaushala has become one of the most attractive destinations of the tourists since the establishment. The Gaushala is preserving the endangered local cows, so the number of visitors is increasing rapidly each year. The table below makes clear about the change in percentage inflow of tourist in Gaushala, Butwal.

Table: Tourist Arrivals in Kamadhenu Gausala, Butwal
 (Fiscal Year 2070/71 – 2075/76)

| Fiscal Year | Total number | Percent change over last year |
|-------------|--------------|-------------------------------|
| 2070/71 | 7,876 | |
| 2071/72 | 12,654 | 60.66 |
| 2072/73 | 14,449 | 14.18 |
| 2073/74 | 18,630 | 28.93 |
| 2074/75 | 15,844 | -17.58 |
| 2075/76 | 12,685 | -19.93 |

Source: Secretariat of Kamadhenu Gausala, 2020.

The table shows the rate of increase or decrease of the percentage of tourist to Kamadhenu Gausahala from fiscal year 2070/71 to 2075/76. The table shows highest number was 18,630 in the fiscal year 2073/74 and the lowest was 7,876 in the fiscal year 2070/71.

If we see the rate of change of tourist inflow in Kamadhenu Gausahala, we find the gradual increase of tourist till 73/74 but from fiscal year 2074/75 it has been decreasing rapidly. The cause may be the Gausahala had been a bit old and unattractive to motivate tourists. The following points are recommended for its immediate improvement.

- All the sheds should be whitewashed and painted with attractive colors.
- More priority should be given to sanitation and care of the cows.
- The cow hospital should be well managed.
- The surrounding environment should be kept neat and clean.
- A master plan should be made to turn the existing Gausahala into Cow National Park for making the centre of tourist attraction.

Yours Sincerely,
 Roshan Bist,

④. Progress Reports:

Progress reports range from simple updates to comprehensive reports. These reports includes elements such as measured progress towards goals, comparison between budget and actual expenditure, risk factors, ongoing progress etc.

Example:

Annual Sports Day

Jagat Dhami, Sports Coach.

The annual sports day of Rainbow International College, Dallu was held on 1st April, 2020 at Dasharath Stadium, Kathmandu. Everything was prepared and the stadium was equipped with colourful tracks, food stalls, and business stalls including books and other necessary goods. The row of judges, students, guardians, teachers and guests were either busy in games or were enjoying foods and buying goods of their needs.

The participation in the event was praiseworthy. There were total 50 events including races and taekwondo. The small children participated in frog race and round-chair. The high school students participated in volley ball and foot ball.

The chief guest at the meet was Dr. Dan Raj Regmi, the former HOD of Linguistics, T.U. Kirtipur. Devendra Shrestha and Brmala Pandey were declared as the best player among boys and girls player respectively. Dr. Regmi delivered his keynote speech and praised all the students of Rainbow International College. The event was a big success!

⑤. News Releases:

News releases, also called press releases, are reports of events or facts prepared for the media, which are systems or means of mass communication. The goal of the release is to inform the public of, for example, an employee promotion or a company expansion. One type of press release is the public service announcement (PSA). PSA's differ from other news releases in that they present facts

beneficial to the public. In many large organizations, public relations, the communication between a company and the outside world, is handled by departments that write news releases to help the company maintain a positive image.

Example:

Mahabir Pun, The Social Leader

The Kathmandu Post

Nangi, Baishak 8, PR

Mahabir Pun was born in Nangi village, Myagdi. Pun passed his boyhood in his village and attended a village school. Pun's father moved the family to Chitwan, where he finished high school and became a teacher. He worked as a teacher for twelve years. Finally a timely scholarship led him to a bachelor's degree at the University of Nebraska at Kearney. Then, in 1992, after more than twenty years, Pun returned to Nangi, determined to make things easier for others youths than they had been for him.

Mahabir Pun brought Nangi onto the world map by bringing in wireless internet to village with no other form of communication. His efforts led him being featured on BBC News Online. Now five villages including Nangi are linked together into the digital community using smart Bridge air Point-Pro access points. With the network the villages are better able to manage their traditional yak farming and even venture into e-commerce, marketing the folk handicraft they make to provide additional source of income.