



IIT ROORKEE



NPTEL ONLINE
CERTIFICATION COURSE

Soft Skills

Lecture 32

Types of Report

Dr. Binod Mishra
Department of HSS, IIT Roorkee



Basis for Classification

- Formality
- Length
- Frequency



Types

- Short and Long Reports
- Oral and Written reports
- Management Reports & Technical Reports
- Routine Reports & Special Reports



Short Reports

- Limited scope
- Length 8-10 pages
- Contain authorization, problem dealt with, conclusions and recommendation.
- Informal in nature



Writing Short Reports

- State the purpose.
- Be concise, plain and direct.
- Review the report.
- Put unnecessary materials in appendix.



Technical Reports

Specifications:

- ☐ Proper Documentation
- ☐ Detailed Discussion
- ☐ Sources of Data & sampling design



Contd.

- Data Analysis and discussion
- Proper division
- Conclusion and Recommendation
- Supporting materials



Informative

- Conveys information.
- Develops understanding of aims and objectives.
- Presents information the same without any change.
- No analysis and recommendation.

Contd.

- Periodic Reports
 - Readership Surveys
 - Employee booklets
 - Committee Reports
- Policy Statements
 - Report on Sales
 - Credit Reports
 - Production Reports

Analytical/Interpretive

- Analyze, interpret and evaluate
- Analysis of results chiefly of investigation
- Finds and recommends.
- Helps in solving a problem.
- Helps in decision making.

Contd.

- Elaborate in nature
- Data analyzed logically
- More objective and scientific
- Use of illustrations



Routine reports

- Regular but at fixed intervals
- Deals with regular matters such as production, sales performance, inventory etc.
- Less use of language
- Fixed proforma

Contd.

- ✓ Project Report
- ✓ Lab Report
- ✓ Stock verification Report
- ✓ Inspection Report
- ✓ Confidential Report



Management Reports

- Non-technical in Nature
- Focus on results
- Liberal use of illustrations
- Readers interested in finer parts
- Language and tone journalistic

Special Reports

- Written during critical hours
- Report writer to use extra care
- No standard format
- Objectives to be very clear
- Meticulous use of language



Do remember

“A report is like a bathing suit. It covers everything that has to be covered but nothing more.”

-Shearring and Christian

