



IIT ROORKEE



NPTEL ONLINE  
CERTIFICATION COURSE

## Soft Skills

### Lecture 31

## Report Writing

**Dr. Binod Mishra**

Department of HSS, IIT Roorkee



# What are Reports?

## ➤ Latin “Reportare”

*“A communication from someone who has information to someone who wants to use that information.”*

**-C.A. Brown**



# Definition

- *A report is a formal communication written for a specific purpose; it includes a description of procedures followed for collection and analysis of data, their significance, the conclusions drawn from them and recommendations, if required.*

# Salient Features

- ✓ A formal piece of writing
- ✓ A factual account
- ✓ Objective data
- ✓ Specific audience
- ✓ Specific purpose



# Contd.

- ✓ Well organized
- ✓ Unity and coherence
- ✓ Clear and simple language
- ✓ Illustrations
- ✓ Properly bound



# Objectives

- To update progress
- To produce result in written forms
- To guide
- To spread information



# Contd.

- To provide with cross fertilization of ideas.
- To evaluate and compare the progress.
- To record findings and recommend action.
- To create awareness.

# Differences between Report Writing & Literary Writing

Technical Reports	Literary Writings
Written on demand	Written on one's own initiative
Specific Audience	Audience not assured
Fixed Structure	No fixed structure
Objective in approach	Subjective in approach



## Contd.

Technical Reports	Literary Writings
Plain language	Rhetorical language
Matter of fact	Heightened feelings
No Aesthetic pleasure	Aesthetic pleasure derived
Specific purpose	No specific purpose

## To sum up

*A report is a professional's only tangible product. It presents his investigation, his testing and experimentation. If his efforts are to count in the judgment of his superiors, he must describe clearly what he has done. He must show the significance of his work. And often the engineer's written report is his only contact with the management.*