

WRITTEN COMMUNICATION – REPORT WRITING

Introduction to Report Writing

- Reports are structured documents presenting information clearly and objectively.
- Used in business, academics, science, and government to inform decision-making.
- Aim: To communicate findings, analyses, and recommendations effectively.



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Types of Reports

- **Informational Reports:** Present facts without analysis (e.g., status reports).
- **Analytical Reports:** Include interpretation and recommendations (e.g., feasibility studies).
- **Research Reports:** Present detailed research findings.
- **Progress Reports:** Update stakeholders on project status.
- **Incident Reports:** Document specific events or issues.



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Common Report Structures

- **Title Page:** Report title, author, date, and organization.
- **Abstract or Executive Summary:** Brief overview of contents and key findings.
- **Table of Contents:** Lists sections and page numbers.
- **Introduction:** Purpose, scope, and background.
- **Body:** Detailed information, divided into sections with headings.
- **Conclusion/Recommendations:** Summarizes findings and suggests actions.
- **References/Appendices:** Sources and supplementary material.

(MCA Student Project Report – Sample)



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Writing Clear and Effective Reports

- Use concise, precise language.
- Maintain objectivity and avoid personal bias.
- Organize information logically with headings and subheadings.
- Use visuals like charts and tables to support data.
- Proofread to ensure accuracy and clarity.



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Real-World Example: Business Feasibility Report

- Title page includes project name and author.
- Executive summary outlines the viability of launching a new product.
- Body covers market analysis, cost estimates, and risks.
- Conclusion recommends proceeding with modifications.
- Visuals like pie charts show market share distribution.



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Reading Comprehension Techniques for Reports

- **Preview the report:** Scan the title, headings, summary, and visuals.
- **Identify purpose:** Understand why the report was written.
- **Highlight key points:** Focus on main ideas and conclusions.
- **Take notes and summarize:** Write brief notes to reinforce understanding.
- **Ask questions:** Clarify unclear points or seek additional information.



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Tips for Efficient Report Reading

- Read the executive summary first to get an overview.
- Use headings to navigate to sections of interest.
- Pay attention to visuals and captions for quick data insights.
- Review conclusions and recommendations to grasp outcomes.
- Re-read complex sections slowly for better comprehension.

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Summary and Key Takeaways

- Reports vary by purpose but share common structured formats.
- Clear writing and logical organization are vital.
- Effective reading involves previewing, highlighting, and questioning.
- Mastery of report writing and reading enhances professional and academic success.