



Report Writing Process

A Step-by-Step Guide to Effective Report Writing

Course Title : Technical Writing and Presentation

Course Code: CSE-3110

Prepared For: Mrittika Mahbub

Lecturer, Dept. of CSE

Presented by:

Md. Meahadi Hasan

Introduction

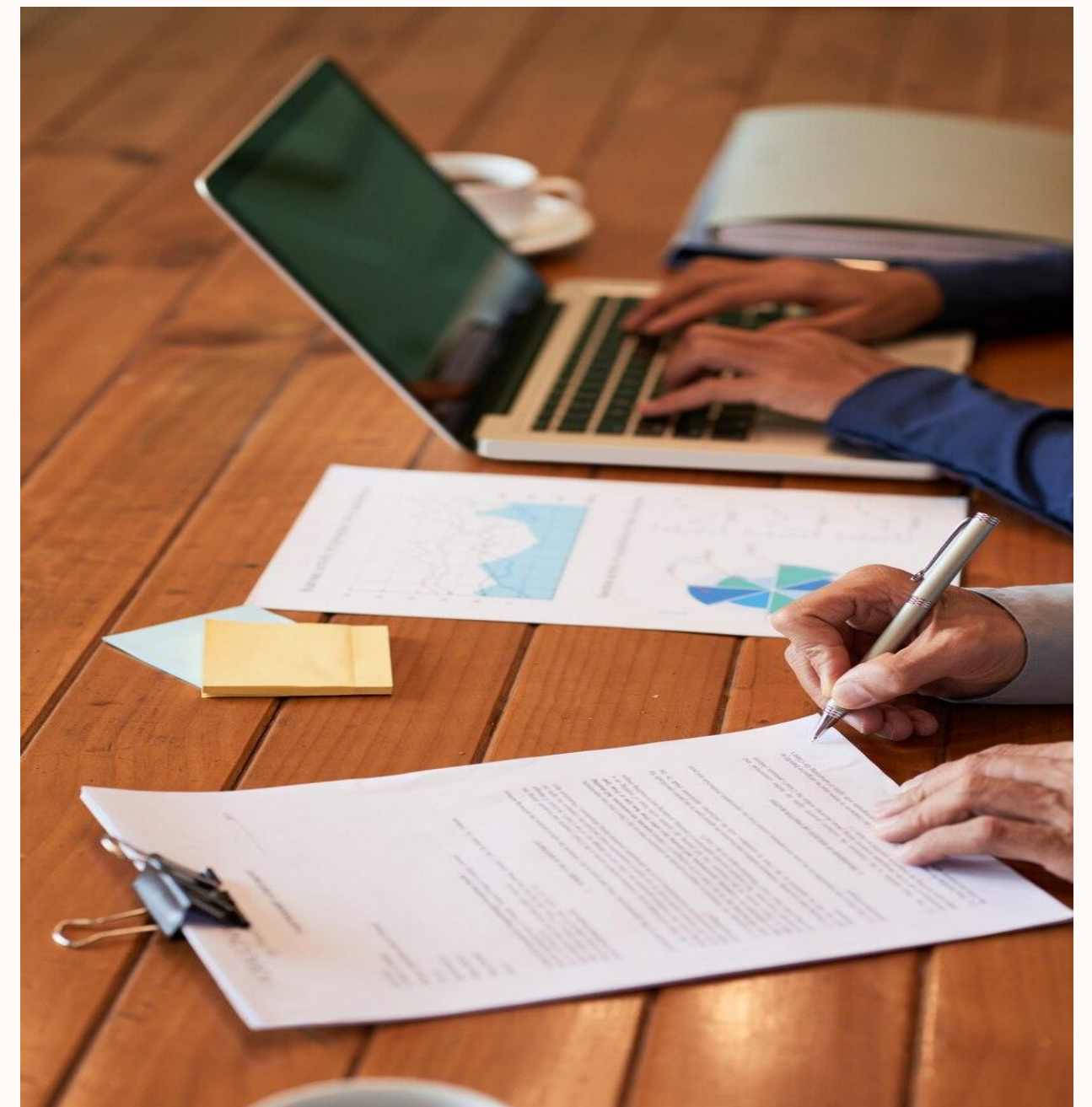
Definition: A report is a structured document that presents information clearly and formally for a specific audience and purpose.

Importance of Reports:

- Helps in decision-making
- Provides documented evidence
- Communicates findings professionally

Types of Reports:

- Analytical Reports
- Informational Reports
- Research Reports
- Business Reports



Pre-Writing Stage

Understanding the Purpose

- Why is the report needed?
- What are the objectives?

Identifying the Audience

- Who will read the report?
- What is their level of understanding?

Gathering Information

- Primary Sources (Surveys, Interviews)
- Secondary Sources (Books, Articles, Reports)

Planning the Report

Structuring the Report

- Title Page
- Table of Contents
- Executive Summary
- Introduction
- Methodology
- Findings/Analysis
- Conclusion
- Recommendations
- References & Appendices

Creating an Outline

Organize key points logically

Writing the Report

Drafting the Introduction

- Background of the topic
- Purpose & objectives
- Scope & limitations

Methodology Section

- How was data collected?
- Tools & techniques used

Findings & Analysis

- Present data clearly (tables, graphs)
- Interpret results objectively

Writing the Conclusion & Recommendations

Conclusion

- Summarize key findings
- Restate the purpose

Recommendations

- Actionable suggestions based on findings
- Should be practical & relevant

Revising & Editing



Reviewing Content

- Is the information accurate?
- Is the structure logical?



Proofreading

- Check grammar, spelling, punctuation
- Ensure consistency in formatting



Peer Review

- Get feedback from colleagues

Formatting & Finalizing

Professional Formatting

- Font style & size (e.g., Times New Roman, 12pt)
- Headings & subheadings
- Page numbers

Adding References

- APA, MLA, or Harvard style
- Avoid plagiarism

Final Check

- Ensure all sections are complete

Project Overview

Title: Secure National ID Management System

Objective: A secure, database-driven system for managing citizen identification records with role-based access control and audit logging.

Key Features:

Citizen Record Management

- Create, Read, Update, Delete (CRUD) operations
- Unique National ID (NID) generation

Role-Based Access Control

- Admin, Officer, Auditor roles (currently Admin-only)
- Secure authentication (PBKDF2-HMAC-SHA256 with salt)

Audit & Security

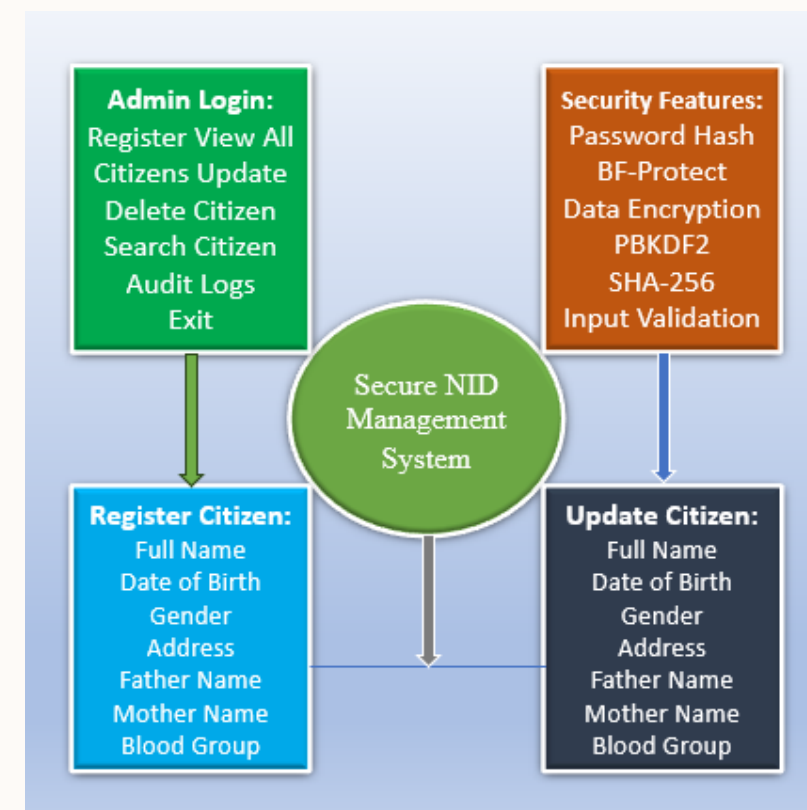
- Activity logging (registration, updates, deletions)

Tech Stack:

Language: C

Database: SQLite (embedded)

Crypto: OpenSSL (hashing, salting)



Common Mistakes to Avoid

- **Lack of clarity in objectives**
- **Poor structure & organization**
- **Overloading with unnecessary details**
- **Ignoring the target audience**
- **Grammatical & formatting errors**

Conclusion

The report writing journey improved technical writing skills through structured processes, using tools like Microsoft Word, Grammarly, and GitHub, and teamwork, ensuring clarity and accuracy in academic standards.