

What is a Report

When we think of reports, our college or school report comes to our mind, that our class teacher used to give us at the end of academic session. Other kinds of reports are medical reports, forensic reports, sales report of companies — in the form of daily reports, weekly, fortnightly, monthly, quarterly, annual reports. These are all business reports which are prepared according to the requirement of the institutions, industries or companies etc.

Other subjects in business reports are sales, accounts, networking, audit, budget, annual.

In Companies daily reports of Communication are daily sent and received, a weekly report is about staff's duties and assignments, a monthly report about the performance of staff, their travel or conveyance allowance quarterly report about the ~~use of~~ official languages, department-wise performance report, half-yearly account reports, and annual reports are about annual audit, appraisal, staff requirement and filling up the posts, project funding reports, etc.

Nature of Reports

Some are short like one page report. Some of them can have three or four pages may be lengthy, some reports are in hundred pages in book form. Some are straight forward whereas others are complex in content.

Whatever occasion and situation of report writing may be, we should be careful in making reports because reports play a very <sup>important</sup> ~~central~~ role in decision making and smooth functioning of any organization. Reports are generally submitted to <sup>officials</sup> by the other official in upward direction in the hierarchy.

Mind these Important points in report

1. Reports are written after thorough consideration or investigation generally by appointed persons.
2. Reports are used to give information.
3. Can be presented orally.



4. Reports are written on a periodic / regular, non-departmental activities daily sales report or required basis → (project report).

5. Reports have defined objectives in specified time for specific audience or readers.

6. Reports are formal documents written in simple manner or sometimes in graphic forms too (as tables or charts).

editing through We also upload team too.

Thank

### Process of Report Writing

1. Pre-writing - means have in mind the outline of the report, (what you want to write)
2. Write -
  - (A) First introduction (your topic of report writing)
  - (B) Body of the report (means details of facts or events)
  - (C) Conclusion.
3. Review - edit whether the report has been written according to the outline. <sup>now</sup> prepared or correct <sup>edit</sup> it.

if there is any mistake in documentation, <sup>(for academics only)</sup> <sup>now</sup> edit it.

### Purpose of Report Writing

4. Appendix  
5. signature  
we will check  
its it for business world or for newspaper. If for newspaper

Heading of the report, name of the reporter, place, date, paragraph-wise details of report. If report is for magazine the similar format we will follow.

while writing a report informations should be presented in an objective way and the usage of language should be suitable for the purpose. Informations should be factual and authentic.

### Example of Report Writing

Q. You attended a mountaineering or trekking Camp organised by your College during Summer vacations. Prepare a report for your College magazine.

Ans - Left side

#### Mountaineering or Trekking Camp of Kalindi College

To being a member of college NCC team, I am <sup>Editor-in-Chief</sup> <sup>Kalindi College</sup> <sup>1st year B.Com. Prog. Extn</sup> <sup>1st July 2016</sup> <sup>Tamara Kashin</sup>

Being member of College NCC, I am feeling proud. This Year we celebrated our New Year in Jammu with our N.C.C team and teacher in charge Dr. Arti Singh. We did all tough activities



hiking, mountaineering, skiing. This was very  
adventurous tour with tough and hard work under chill  
cold. We also met actor Salman Khan, who was shooting here  
for his upcoming movie.

I am sending a photo-graph of our  
team too.

Thanks.

Yours sincerely  
X. Y. Z.

### Types of Reports

#### 1. Solicited and Unsolicited Reports.

Reports prepared or submitted in response to request, or query,  
order or demand are solicited whereas reports prepared at one's  
own initiative are unsolicited or term reports. If you wish to  
open a Company and prepare a preposal and submit it for  
Company registration is the example of unsolicited report  
whereas Director of your Company, requests all employees to  
submit their individual performance report is an example of  
solicited report.

#### 2. Statutory Reports and non-statutory Reports

Statutory reports are prepared or submitted as per the status  
of law whereas non-statutory reports are prepared or  
submitted as part of information sharing in an organization.  
For example, the manufacturers of cigarette and liquor are  
legally bound to give a statutory warning on the packet about  
the ill effects of cigarette or liquor consumption.

example (2) All registered Companies have a statutory obligation to  
submit the duly Annual Account Reports.

#### 3. Individual or Committee Report

Reports prepared or submitted by individual is individual  
report whereas report submitted or prepared by Committees  
is Committee report. Example - (1) In major governmental  
policy issues, Committees are setup to look into cases like black-  
money, cases in Swiss accounts. (2) If a Committee is constituted  
to look into structural modifications of your Company's building  
and submits a report, then it is Committee report.



④ Informational and Analytical Reports -  
Informational reports provide information without analysis or recommendations whereas analytical reports offer information as well as recommendations. Such types of reports are <sup>of mission</sup> <sup>of time</sup> finding or research reports. Informational reports may convey pleasant or unpleasant information, so the writer of these reports must have careful consideration. Informational reports are in these forms -

- ① Reports related to control or monitoring in organization.
- ② Reports related to implementation of policies and decisions.
- ③ Reports related to progress of an ~~organ~~ organisation and its projects.

→ To write analytical report <sup>it</sup> is more challenging as the writer has to think, understand or analyse issue with great responsibility. It is easy to prepare performance report but difficult to analyse why the performance is not up to the mark.

#### ⑤ Internal and External Reports -

Reports for within an organisation are internal like a proposal to buy new books for library, new equipments or science lab. External reports are to be conveyed to outside agencies, like your company sends a proposal to other companies.

#### ⑥ Periodic Reports and non-periodic -

Periodic at regular intervals like daily, weekly, fortnightly, monthly, ~~to~~ quarterly, half-yearly, annually. For these reports organisation / companies use printed performance. These periodic reports offer happenings, facts, achievements.

Non-periodic reports are non-routine reports.

Non-periodic reports arise on some specific situation. Example - You want subsidy for your company, you will write to government.

#### ⑦ Oral Reports and Written Reports -

face to face conversation oral or written format is written report. Both types has advantages or disadvantages.

#### ⑧ Short Reports and Long Reports - On Page ① Nature of Reports one paragraph



## Proposal

After analysis of reports, proposals can be solicited or unsolicited, short like reports, proposals can be an individual's submission or a collaborative effort.

Proposals are special types of reports that give information in a persuasive way.

Short Report or Memorandum Format same

Venture Com Punjab and Sindh Bank  
New Delhi

No: ACC/2016/02

Date: 15 Jan 2016

To: Mrs. Bunita, Accounts manager

From: Shyam Sharma, Accounts officer

Subject - Submission of Quarterly Expenditure Report

As per your instruction given in the meeting on 5th January 2015, this is quarterly expenditure Report of Sept-Dec 2014.

S. No	Name of Head	Amount Spent in Rs
1.	Expenditure under Salaries	81,24,350
2	Expenditure under maintenance	3,25,987
3	Expenditure under conveyance	94,250
4	Expenditure under Contingency	1,45,000
Grand Total - Rs 86,89,537		

The report is submitted for information and further action.

Signature

Name

Note - Long reports are in letter format. Having Cover page which will have title of the report, who is submitting his name, designation or to whom you are submitting his name or designation. The contents of title page will vary according to the requirement.

## Field and Industrial Visit Reports

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visiting a factory, company <sup>and</sup> organisation for partnership, for merge or overtake, to know about technology for educational or other reasons.

Visit report is better than ~~physically~~ <sup>reading</sup> data or ~~knowing~~ facts by newspaper, or net. These report fill the gap between theory and practice. Class room teaching comes in this category.

## Technical Terms Related to Report Writing

RFP - Request for proposal. A solicited report or proposal is written in response to RFP

AIDA technique - Attention, Interest, Desire, Action, it is a technique of writing for persuasion. It is applicable for unsolicited proposal to draw the attention of the reader to arouse a kind of desire so that action is taken for proposal.

RAP - Research, Analysis, Presentation - it is the main acronym for report writing. As reports are formal type of communication on the basis of which policies, decisions are taken, Therefore, a report writer must do necessary homework in the form of research of data and facts, analyse them with prudence and then present them in objective manner.