



**FPT UNIVERSITY**

# Writing a report

Session IV: Groups & Teams (In) Action

# Chapter outlines

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1. What Is a Report?
2. Types of Reports

# Learning objectives

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**By the end of this section, you will be able to:**

- Describe the main parts of a report.
- Understand the different types of reports.
- Write a basic report.

# Result



## 1. What Is a Report?

- **Reports** are documents designed to record and convey information to the reader.
- **Reports** are part of any business or organization; from credit reports to police reports, they serve to document specific information for specific audiences, goals, or functions.

## 2. Types of Reports

- ❖ Reports come in all sizes, but are typically longer than a page and somewhat shorter than a book.
- ❖ The type of report depends on its function.





# Types of Reports & Their Functions

- Laboratory report
- Research report
- Filed study report
- Progress report
- Technical report
- Financial report
- Case study
- Needs assessment report
- Comparative advantage report
- Feasibility study

# Types of Reports & Their Functions (Cont)

- Instruction manuals
- Compliance report
- Cost-benefit analysis report
- Decision report
- Benchmark report
- Examination report
- Physical description report
- Literature review

# How Are Reports Organized?

**Reports are typically organized around six key elements:**

1. Whom the report is about and/or prepared for
2. What was done, what problems were addressed, and the results, including conclusions and/or recommendations
3. Where the subject studied occurred
4. When the subject studied occurred
5. Why the report was written (function), including under what authority, for what reason, or by whose request
6. How the subject operated, functioned, or was used



# Ten Common Elements of a Report

1. Cover	Title and image
2. Title Fly	Title only
3. Title Page	Label, report, features title, author, affiliation, date, and sometimes for whom the report was prepared
4. Table of Contents	A list of the main parts of the report and their respective page numbers
5. Abstract	<ul style="list-style-type: none"><li>• Informational abstract: highlight topic, methods, data, and results</li><li>• Descriptive abstract: (All of the above without statements of conclusion or recommendations)</li></ul>
6. Introduction	Introduces the topic of the report
7. Body	Key elements of body include: <ul style="list-style-type: none"><li>• Background • Methodology • Results • Analysis and Recommendations</li></ul>
8. Conclusion	Concise presentation of findings
9. References	Bibliography or Works Cited
10. Appendix	Related supporting materials

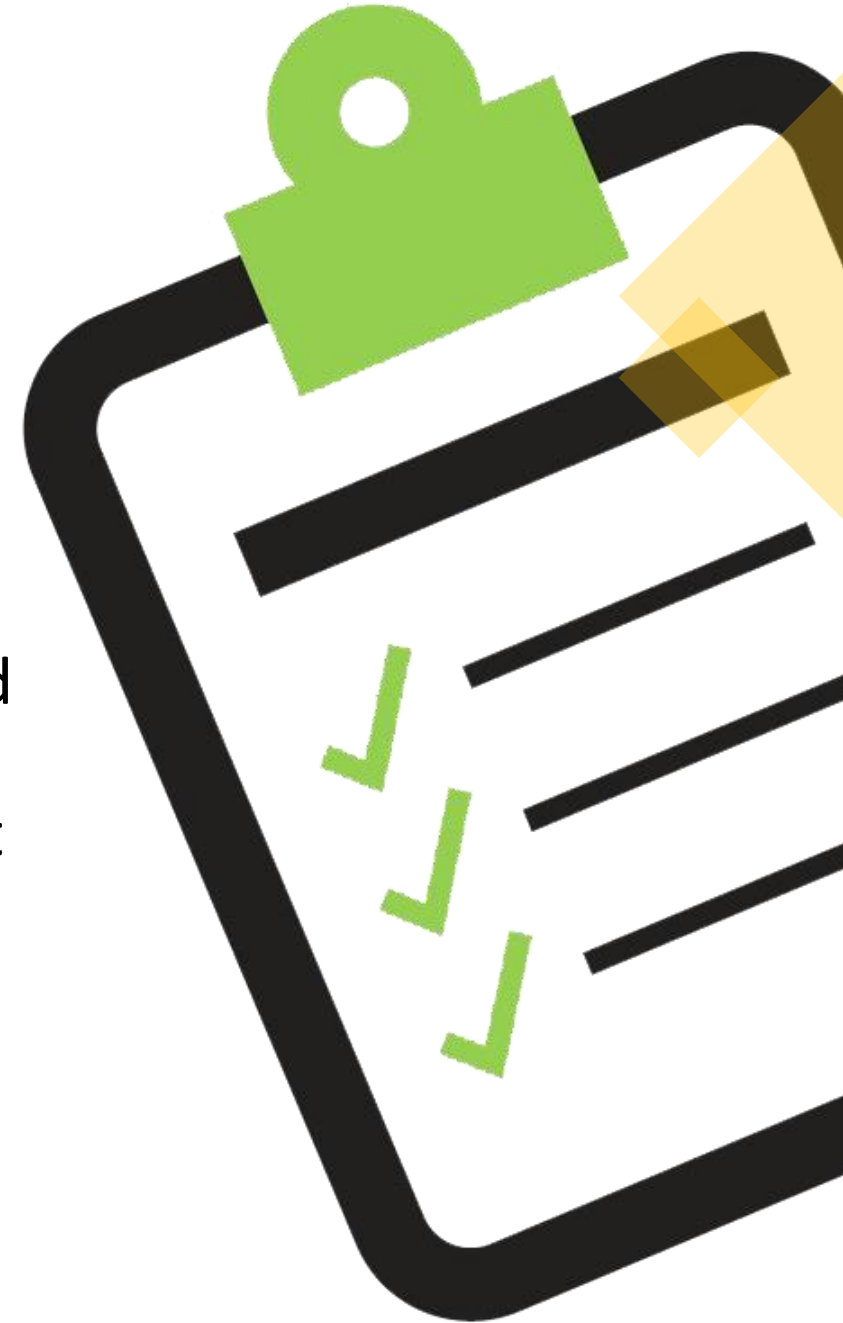
# The checklist for ensuring that a report fulfills its goals

1. Report considers the audience's needs
2. Format follows function of report
3. Format reflects institutional norms and expectations
4. Information is accurate, complete, and documented
5. Information is easy to read



# The checklist for ensuring that a report fulfills its goals

6. Terms are clearly defined
7. Figures, tables, and art support written content
8. Figures, tables, and art are clear and correctly labeled
9. Figures, tables, and art are easily understood without text support
10. Words are easy to read (font, arrangement, organization)



# The checklist for ensuring that a report fulfills its goals (Cont)

- 11. Results are clear and concise
- 12. Recommendations are reasonable and well-supported
- 13. Report represents your best effort
- 14. Report speaks for itself without your clarification or explanation





A group of people are gathered around a dark wooden table, engaged in a collaborative activity. A silver laptop is open on the table, and several colorful sticky notes are scattered around it. Some sticky notes have handwritten text, including "online B2B", "lightbulb", and "KPI". A person's hand is visible, holding a black pen and writing on a sticky note. There are also various markers and a cup of pencils on the table. The background shows more people standing and looking at the work. The image has a modern, professional feel with geometric overlays.

# Activity

Design a survey to evaluate the effectiveness of the project your group is working on.

# Exercises

1. Find an annual report for a business you would like to learn more about. Review it with the previous reading in mind and provide examples. Share and compare with classmates.



# Exercises

2. Write a report on a trend in business that you've observed, and highlight at least the main finding. For example, from the rising cost of textbooks to the online approach to course content, textbooks are a significant issue for students. Draw from your experience as you bring together sources of information to illustrate a trend. Share and compare with classmates.



