**Report Writing**

Report is derived from reportare (Latin word) which means to bring back. Report is a piece of gathered information which is unbiased and evidence based.

A report is usually a piece of factual writing, based on evidence, containing organized information and or analysis of a particular topic. It is a major form of technical/business/ professional communication. (M Raman).

All reports carry legal information. They can be used for legal purposes.

**Brief Characteristics of a good report**

All-important characteristics that all reports must have

1 **Precision**: Unity and coherence

Purpose should direct the investigation and analysis.

Investigations determine Format, context, sequence, word usages in the report.

Objective should be defined clearly considering the expected response from the audience.

2. **Factual details**: It should meet the reader’s expectations. The scientific accuracy of facts is essential.

3. **Relevance**: It is essential that every fact included in a report has a bearing on the central purpose. No relevant information should be excluded. Irrelevant facts create confusion. Exclusion of relevant facts makes it incomplete.

4. **Reader Orientation**: always reader oriented. “Who is going to read it and why?”

5. **Objectivity of recommendations**: recommendations made at the end of the report must be impartial and objective. It should not express personal interest. Logical conclusions to investigations and analysis should be there.

6. **Simple and unambiguous** language clear, brief, grammatically, accurate

7.**Clarity** : Proper arrangement of facts, proceeding systematically, purpose clear, define their findings, necessary recommendations. It should be divided into short paragraphs.

8. **Brevity**: A report should be brief. It should include everything significant and yet the brief.

9. **Grammatical Accuracy**: Language is of fundamental importance. A basic requisite of a good report is good use of language. Faulty constructions of sentences make the meaning vague and ambiguous.

10. **Special Format**: Technical reports use involved format. Including Cover page, title page, table of contents, list of illustrations, letter of transmittal, and appendices.

11**. Illustrations**: Most technical reports contain illustrations which may be tables, graphs, maps, drawings, charts and photographs.

12. **Homogeneity**: A report should deal with one main topic. All the sections of a report should focus on that.

In short a good report should be:

P &

Brie

f

Factual

Objective and

Homogeneous

gs&

Accurate

Relevant

d

Documented

Reader

Oriented

**SIGNIFICANCE/IMPORTANCE OF REPORTS**

It is a tangible product of professionals.

Reports enable decision-making and problem solving in organizations. A good piece of report is in which information presented, analysis discussed and suggestion rendered.

1. Reports help professionals plan, acquire, execute, organize, coordinate, manage, and evaluate business activities in an effective way.

2. Reports facilitate the flow information to ensure smooth execution of tasks so as to meet the challenges successfully.

3. Sometimes they serve as a record of facts where information is organized and recorded for the reader’s benefit. Thus, report also serves as a repository of information.

4. Reports enable the authorities to take timely decision. They may also be used for future analysis.

5. They can be helpful in creating awareness among shareholders and other investors when reports are sent to them regarding the market position of the company from time to time.

**TYPES OF REPORT:**

**Categories of a Report**

On the basis of purpose, frequency, mode of reporting, length, approach, and target audience reports can be identified as :

Purpose Kind

Purpose Informative and analytical

Frequency Periodic, Special

Mode of Presentation Oral & written

Length Long & Short

Approach Formal & Informal

Target audience Individual & Group

**1. ORAL REPORT**: A report that is conveyed orally . It helps in forming an opinion but is not tenable legally . On oral report no decision are taken.

**2. WRITTEN REPORT:** A written report has an aura of authenticity ;the reporter commits himself and is accountable for the report.

**ORAL WRITTEN VS WRITTEN REPORTS**

**** Immediate feedback is possible.

 Do not add to the permanent records of the organization as the information/ focus can be denied.

 Audience need to comprehend quickly as and when those are presented.

 Maybe encumbered with irrelevant facts and overlook important ones

 Cannot be referred again and again

 Have less professional value.

 Immediate feedback is not possible.

 Contribute to the permanent records of the organization.

 Audience can ponder over these reports and understand as its own place.

 These are accurate and precise as the writer will be careful in putting down the facts in writing.

 It can be edited, reviewed, stored and retrieved.

 Have more professional value.

**Long and short reports**

**Based on the frequency of appearance, length, degree of formality and purpose Short reports Long reports**

**** Precise and concise

 Format (focus is not important) it is provided by the organization

 It should have an introduction, information, and conclusion.

**** Memo and letter reports

** A lot emphasis on format. Elaborate structure and abundant information. Properly organized and analyzed.**

** Produced after detailed research and data.**

** Informative, analytical and recommendatory reports.**

**Formal and informal reports**

**Formal Informal Informal reports**

Result of proper survey and investigation

Presented in prescribed format.

As per the requirement of the organization.

Language is formal.

**Annual reports/ Policy reports/**

**Memo report.**

**Generally targeted at few words.**

**Person to person communication.**

**INFORMAL REPORT**

AS the title suggests, informal reports have an informal style but the contents and organization of facts that of formal report. These reports can afford a bit of informality while presenting the facts, their analysis and findings. The ultimate purpose of informal report is to fulfill an immediate requirement which does not require an elaborate analysis or presentation. So , these are shorter than formal reports. Informal reports are also written by using the same format as that of a letter or a memorandum. Letter reports and memo reports are two of the most commonly used informal reports.

**TYPES OF INFORMAL REPORT**

**1. Letter reports:**

A letter report is nothing but a short report written using the business letter format.

FORMAT OF LETTER REPORT

|  |
| --- |
| LETTER HEAD  DATE  Inside address  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  Sub:  Salutation  Main body  • Introduction: Purpose, context, background  • Findings: supporting text with topic headings, analysis, illustration, etc.  • Conclusion: Expected action, etc.  Complimentary close  Signature  Enclosure |

2. MEMO REPORT:

Memo is also called an inter office memorandum. It is a prescribed form which is used to send important information within an organization. It is used to convey information regarding routine business matters, intimating the minor administrative changes done, etc**. A report that deals with a minor problem or provides facts of routine nature , using this inter-office memorandum format, is called a memo report.**

A memo report should give an account of what has been done and is required to describe the important findings and also their significance. It is generally not more than three typed pages .

# 1.MEMO REPORT:

FORMAT OF MEMO REPORT/ HOW TO PREPARE AN INTERNAL OFFICIAL REPORT

|  |  |  |
| --- | --- | --- |
| 1 | From: | Name and designation of the person submitting the report |
| 2 | Date: |  |
| 3 | To: | Name and designation of the person to whom the report is being submitted |
| 4 | Title of the report: |  |
| 5 | Terms of reference: | Who instructed to submit and why |
| 6 | Summary of the report: | When report is too long |
| 7 | Body of the report: | Analysis of the situation and the findings |
| 8 | Conclusions: | Recommendations and suggestions |
| 9 | Signature: |  |

#### EXAMPLE OF AN OFFICIAL/MEMO REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| From: | |  | Dr. Subhash Parikh  Chief Medical and Health Officer  Medical and Health services  District: Jaipur. (Rajasthan) |
| Date: |  |  | 12 March 2015. |
| To: |  |  | Dr. Ajay Sharma |
|  |  |  | Director  Medical and Health Services  Jaipur. (Rajasthan) |
| Title: |  |  | Deaths due to Typhus fever |

Terms of reference: As instructed by the Minister of State ( Medical and Health Services, Jaipur), a

survey was conducted to look into the matter of about 20 deaths due to Typhus fever in three villages of Jaipur District.

Findings: The person concerned visited the three villages of Jaipur; Chaksu, Fagi, Sanganer to confirm the above reports and study the present situation. The finding of the study is as follows:

1. According to records of the government Primary Health Centers and Private Nursing Homes the number of patients diagnosed with Typhus fever was 7 in Chaksu, 8 in Fagi, and 5 in Sanganer.
2. While two patients suffered from mild typhus and 18 patients showed acute symptoms and needed hospitalization.
3. The line of treatment given to the patients was in conforming to the recommended prescription for the management of typhus fever.
4. A total of 20 deaths were confirmed by the hospitals. All the patients died within 3 to 4 days.
5. For more than a week, no new case of typhus has been reported.

Conclusions and Recommendations:

It appears that the outbreak of typhus has been contained in time before it could take the shape of an epidemic. It is recommended that the Primary Health Centers in the district keep a close watch on the conditions of the patient suffering from any kind of fever and report immediately if any death occurs. Further, the Centers should be instructed to immediately report the matter to the District Health center if any new case of typhus fever comes to their notice.

The general public should be requested to maintain cleanliness in their surroundings and not to give any breeding ground to mosquitoes and germs. Local administration should also be sent a letter in this intent.

Dr. S Parikeh

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DIFFERENCE BETWEEN LETTER &MEMO REPORT**   |  |  |  | | --- | --- | --- | | Criteria | Letter report | Memo report | |  |  |  | | Size | Longer than memo i.e. that comprises 4-5 pages | Shorter than letter report i.e. comprises 2-3 pages | |  |  |  | | Format | Uses letter layout | uses inter office memorandum format | |  |  |  | | Style | less informal | more informal | |  |  |  | | Purpose | both for internal and external communication | only for internal communication | |

# TYPES OF FORMAL REPORT:

**Formal Report: Technical Report**

Formal report also known as technical report is an authentic report, prepared by following a procedure for finding facts and then presented in a format, focusing on the points of reference (issues/aspects for which the report is sought). Formal reports alone are of consequenc; they enjoy legal validity and are open to legal procedure. In common parlance a report means a formal report.

# Informational Report

Informational report consists of bare facts about an occurrence that has taken place.The purpose is to invite and inform further action. It does not follow a pattern -it can be in the form of a personal letter. But it has to be addressed to a senior authority.Mostly it is a report by an individual.

# Interpretative Report

This report is an improvement over informational report in the sense that it presents the facts, makes an analysis and arrives at a logical conclusion. It gives a direction to enquiry the committee.

# Routine Report

Routine report is a normal, regular report sent periodically (daily, weekly….) to inform the seniors/head office about the progress and general well-being of the business.

# Investigative report

An Interpretative report when it is based on enquiry and investigation say for example a report on the ’Reasons of a labour strike and lockout’ is called investigating report.

# Analytical Report

Analytical report analyses the facts arrived at by an on-the-spot investigation, discusses the causes, gauges the mood of the people involved, and gives a personal assessment of the given situation .It does not recommend any action.

# Recommendatory Report

An investigative or analytical report when it fixes the responsibility, and recommends the punishment or when it makes suggestions and recommends implementation of a scheme is called recommendatory report.

# Popular types of Routine Reports

1. **Progress report**

It informs about the progress of a project in hand say the electrification of mewat in Haryana.

The most common progress report is the result card of a child in good public school.

1. **Performance report**

Every big organization has a H.R.D deptt. That maintains a performance report card of every employee.Promtions/out of the way promotions and increments and rewards /punishments are disused on the basis of this report.

1. **Inspection Report**

In order to ensure quality and maintain standard at a project,periodical visits are maid by competent authorities .these authorities file a report that is called inspection report—it has to point out irregularities if any.

1. **Annual Report**

Its a yearly report ,given all relevant details about the status of an organisation. For example “the annual report of college”.

## Some specific/special reports

1. **F.I.R**

F.I.R. is the first information report about a sudden mishap like an accident, theft of fire in an organization or else where. It is made with the police.

The report informs about the time, place date of the happening and the damage caused and if possible also the cause of the mishap, persons and vehicles involved.

1. **Survey report**

Survey report are of immense value in the business world for launching a new product, for setting up a new unit or for chalking out a new policy. A survey report makes an on the spot study on various issue, gather public opinion and suggest the viability of a project.

1. **Project report**

A project report, proposes the way of project is to be executed. It focuses on infrastructure, manpower, finances and administration

The project report is written after the survey has been conducted.

|  |
| --- |
| **A Report**  **On**  **Fatal Road Accidents during 2001-2010: A Case study of New Delhi**  Prepared  For  Ujjawal pratap singh  Director  Traffic Police, New Dehi  By  Sriram Raichuri  Senior Traffic Inspector  Approved by  Abhishek Sayal  Deputy Director  Traffic and Signal Control  **Department of Traffic and Signal Control , New Delhi**  28 November 2010 |

**News Paper Report**

A newspaper report is a major part of journalistic writing. Newspaper reports are written for public awareness. Therefore, they must be written in a language and style suitable for the awareness which such reports are expected to create among the readers.

A newspaper report differs from a formal report in various ways. The newspaper reports on different aspects of life are generally short. The newspaper reports on different aspects of life are generally short. The newspaper reports as well as formal reports analyze a problem/situation. Yet they differ from each other as formal reports not only analyze the problem but also present some effective solution. Moreover a formal report is written for a specific audience to meet a specific need, where as a newspaper report is not written for a specific reader. In other words, a newspaper report is an informational report where reader’s attention is rarely an issue.

**Press report**

Press reports are written either by reporters and newspaper correspondents or news bureau of the newspaper or sent by individual and organizations. The news stories by trained staffers of a newspaper are news oriented. Those from individuals or organizations are for information and advertisement.

Press reports are for wider publicity of an event, incident or happening which is likely to interest many people.

Essentials of a Good Report

1. It must read like a story having logical connections.

2. the narrative should be simple.

3. passive voice and indirect narrations is advisable.

Two types of press report

1. Informational – reports the event as it happened

2. investigative – concentrates upon digging out information and colleting facts and figures to support the news story.

**Format**

The format of any national daily can be used. It is preferable to write in columns as we do in newspaper. The most popular format is given below.

|  |
| --- |
| News heading  (by our special correspondent)  (or)  Manoj mitta |TNN  Or  Times News Network  Or  Our bureaus  New Delhi Mumbai  City Date |

EXAMPLE I

Security of senior Citizens

Kavita| TNN

Faridabad, 6th Jan 2009: chief minister Bhupinder Singh Hooda speaking on the occasion senior citizens of Haryana at gymkhana club sector 15 a expressed concern for the safety and security of senior citizens who are living alone away from their children and who are targeted by grooms for pretty gains.

Mr. Hooda promised more police protection by the way of more night patrolling around the houses where senior citizens lived. But for getting that service citizens must register themselves at the police station in their area. He suggested that it is advisable to form a citizen, keep their telephone numbers and say them a hello! Off and on whenever possible. Senior citizen must be looked after and cared for. The president of senior citizens Council of Haryana thanked the Chief Minister Mr.Hooda for his encouraging response to the problem.

#### Example of a newspaper report

HEADLINE

Mumbai:The Hindu: News Weekly, June 16, - Vey high levels of air pollution have been reported in the financial capital of India. The city has registered twenty percent growth in population during the last two years. The smokes emitted by the continuously rising number of ships, motorboats are harming the environment.

TERI, an agency for Poland eye, skin diseases, and even paralysis of the face.

Unlike Delhi, whose participation in governance through the *Bhagidari Schemes*, forced the government to switch to CNG as the preferred vehicle fuel, Mumbai has failed to act in the interest of its inhabitants.

The people of this city will have to replicate Delhi’s model if it wishes to leave behind the legacy of clean air to its sons and daughters.

Courtesy: ram Sharma

**Format of Press report to editor**

Covering Letter

It’s a forwarding note to the editor of the newspaper to whom a report for publication is sent by an individual or institution.

Example:1

Report of College Fest

Career Institute of Technology and Management

Sector-43 Surajkund Road Faridabad

The Editor

The Times of India

New Delhi

Sub: Report on Culture Fest

Sir

I enclose herewith a report on the Cultural Fest held in our college from 3rd to 5th Jan. 2009 for favour of publication in your esteemed Daily.

Thanks

Yours Sincerely

(Naresh Sinha)

Co-ordinator

Cultural Activities

Encl.: Report

Horizon 2009

Cultural Fest HORIZON 2007 was held in the campus from Jan 3rd to 5th with great fan fare. About 15 colleges took part in various Technical, Cultural, Fine Arts, Fashion Show and Meet the Press programmes.

The trophy for the best College went to IIM Gurgaon. CITM Faridabad was a close runner up.

The function was rounded off in the evening of 18th Dec with Sonu Nigam and Shekhar Suman on the stage.

(Naresh Sinha)

Co-coordinator

Cultural activities

Encl.: A photograph of the Fest.

**Report on blood donation camp**

Manav Rachana College of Engg and Technology

Aravali Hills Surajkund Road

Faridabad – 121006

To

The Editor

The Hindustan times New Delhi

Date:

Sub :- Blood Donation Camp

Sir,

A blood camp in collaboration with rotary club of India Faridabad was held on our college on 5 jan 2009 where 300 students donated blood.

It will be our pleasure if this report along with photographs finds space in the coming issue of Faridabad plus.

Thanking you

(Gourav mishra)

Organizing secretary

Encl : Report on Blood Donation camp

# Blood donation camp

A blood donation camp was organized in the premises of Manav Rachna College of Engineering and Technology on 4 jan 2009. About 300 students both boys and girls donated blood.

The rotary club of India, Faridabad gifted donors a Parker- pen- set each. Nutritious snacks were offered by the Manav Rachna educational society. The medical team consisted of doctors from B.K. hospital, sun flag hospital and Sarvodaya nursing home.

In the afternoon D.C. Faridabad Ms. Anupama visited the camp and praised the donors for the enthusiasm in donating blood . “Blood donation is the best donation a young person can make” she said.

(Gourav mishra)

Organizing secretary

# Formal Report: Technical Report

Procedure

A formal report is written by

1. An individual
2. A committee

**Format of a Formal Report**

A formal report has three sections

1. Front Matter

2. Main Body

3. Back Matter

1. Front Matter

Front matter is the way the report is to be presented. It has the following features:

1. Cover page : The out cover must be nice to look at. It contains only the title of the report and name of the writer.

2. Frontispiece : Logo on the cover page.

3. Title page :

4. Forwarding Letter : Informs the concerned authority briefly the purpose, Scope and contents of the report.

5. Table of contents : Aspects/Heads, Sub-heads

6. Abstract/Summary : A brief summary of the report.

2. Main Body

It has five sections

1. Introduction

2. Methodology

3. Findings

4. Conclusions

5. Recommendation

6. Signature

7. Date

3.Back Matter

1. Appendix : Discussed on next page

2. References : It acknowledges the sources which have been quoted in the report.

3. Glossary : Explains the technical/typical words used in the report.

4. Index : For quick access to minor facts/persons reffered to in the report.

**Report for Collage Magazine**

example 1

Auditorium Inaugurated

(Sunita Bhatia – Cultural Secretary)

M.R Education society who are pioneering the cause of quality education in Haryana have added yet another feather to their cap by building a hug auditorium in the CITM campus. The auditorium having a sitting capacity of 2000 is fully air-conditioned ,sound proof ,has the green rooms and stage of 35 X 25

The auditorium was inaugurated on 1st Jan 2009 by the renowned stage artist and actor Kulbhushan Kharbanda who emphasized the importance of cultural activities in reliving students of their study pressure. He said: “All work and non culture activities or sports make every body a dull man.” It was followed by a folk dance-Ras Leela and one act play – Ek Raka Hua Faisla.

example 2

Science Exhibition

(Sujata – President Science Society)

A science Exhibition having 100 models/experiments was held in the Central Lawns of CITM Faridabad for general public. In the morning it was open for public school children. Students from a dozen Public School of class IX to XI came to look at the models.

Models of Bio-Technology on display and their presentation by students got highly appreciated by one and all.

A battery operated three wheeler designed by Mechanical Engg. Deptt . Attracted the notice of Rotary Club of Faridabad who placed an on-the-spot order for 10 three wheelers.

At the valedictory function the Chief Guest, Deputy Commissioner, Mr. H.S. Rana praised the efforts of the students and congratulated the collage for spreading scientific awareness among the peoples of Faridabad especially school students.