

UNIT 5

REPORT WRITING: TYPES, FORMATS, STRUCTURE and RELEVANCE

REPORT

- It is any informational work made with an intention to relay information or recounting certain events in a presentable manner.
- Reports are often conveyed in writing, speech, television, or film.
- Report is an administrative necessity.
- Most official form of information or work are completed via report.
- Report is always written in a sequential manner in order of occurrence

TYPES OF REPORT:



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graph TD; A[TYPES OF REPORT:] --> B[FORMAL]; B --> C[INFORMAL];
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FORMAL

INFORMAL

Informal Report

- The informal report functions to inform, analyze, and recommend.
- It usually takes the form of a memo, letter or a very short international document like a monthly financial report, monthly activities report, research and development report, etc.
- This report differs from the formal report in length and formality.
- It is written according to organization style and rules, but usually does not include the preliminary (front) and supplemental (back) material.
- The informal report is usually more controversial in tone and typically deals with everyday problems and issues addressed to a narrow readership inside the organization.

TYPES OF INFORMAL REPORT

There are many embodiments of the informal report:

- i. Progress report
- ii. Sales activity report
- iii. Personnel evaluation
- iv. Financial report
- v. Feasibility report
- vi. Literature review
- vii. Credit report

Formal Report

- The formal report is the collection and interpretation of data and information.
- The formal report is complex and used at an official level.
- It is often a written account of a major project.
- Examples of subject matter include new technologies, the advisability of launching a new project line, results of a study or experiment, an annual report, or a year old review of developments in the field.

TYPES OF FORMAL REPORT

They can be categorized as:

- Informational reports
- Analytical reports
- Recommendation reports

INFORMATIONAL REPORTS

- Informational reports present results so readers can understand a particular problem or situation.
- Example: Manager of a city's website might prepare an informational report for the city council; the report would provide statistics on the number of people who pay their city water and sewage bills online etc.
- Informational reports might:
 - A. Present information on the status of current research or of a project.
 - B. Present an update of the operation in your division.
 - C. Explain how your organization or division does something.
 - D. Present the results of a questionnaire or research.

ANALYTICAL REPORTS

- This type goes a step beyond presenting results. Analytical reports present results, analyze those results, and draw conclusions based on those results.
- These reports attempt to describe why or how something happened and then to explain what it means.
- Like informational reports, analytical reports can be formal or informal.
- Explain what cause a problem or situation – Present the results of a traffic study showing accidents at an intersection – the report explains what it means.
- Explain the potential results of a particular course of action.
- Suggest which option, action, or procedure is best.

RECOMMENDATION REPORTS

- This type advocate a particular course of action. This usually present the results and conclusions that support the recommendations.
- This type is identical to analytical report.
- For example, your analytical report suggests using treatment X is more efficient than treatments Y and Z. However, that does not mean that you will use treatment X as cost and other considerations might recommend treatment Y.
- What should we do about a problem?
- Should we or can we do something?
- Should we change the method or technology we use to do something?

THE PLAN FOR PREPARING A FORMAL REPORT

- Identify the readers
- Determine your purpose
- Formulate specific questions
- Conduct research to answer the questions
- Draw valid conclusions (for analytical or recommendation reports)
- Decide on recommendations (for recommendations)
- Write the report

NARRATIVE REPORT

Most widely used

Information written in a logical manner or sequence

All the case studies or formal narration are written in this format , it follows a sequential manner of description

All the steps are to be followed accordingly.

SPECIALIZED REPORT

Summary of reports about specialized law enforcement and police problems

May be either narrative, chronological, or both

It may not follow a single pattern due to the different case types and description.

ACCIDENT REPORT

The report defines complete description of the accident

It describes the location and the loss occurred.

It is important for documentation


It is required to start any investigation.

NON CHRONOLOGICAL REPORT

The purpose is to describe the way things are, this type is mainly used in letter, non fiction book, information leaflet, catalouge etc.

The opening contains a general classification, a description of chosen subject then the paragraphs about different aspects of the subject and lastly conclusion

FORMAT OF A REPORT

- Although, there is no set report writing format, however, there are general sections that should be included.
 - Unlike essays, reports are written in sections with headings and sub-headings, which are usually numbered.
 - There are numerous possible formats available for writing a report, and it mostly depends on the context of topic
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Below given are the components of a report in which they would occur:

1. **Title page:** It should include the title, your name and the name of the tutor to whom it is being submitted, date of submission, your course/department. The logo of the organisation should also be printed.
2. **Acknowledgements:** A list of people and organisations who have helped you in the compilation of report and other related work.



3. **Contents page:** A clear, well-formatted list of all the sections and sub-sections of the report. Page numbers should be marked correctly.
4. **Abstract:** A summary of the major points, conclusions, and recommendations should be written to give a general overview of report.
5. **Introduction:** The first page of the report needs to have an introduction. You will explain the problem and show the reader why the report is being made.



6. **Body:** This is the main section of the report. There needs to be several sections, with each having a subtitle. The various sections include Review of Literature, Materials and Methods and Results. A discussion section can also be included at the end of the body to go over by findings and their significance.
7. **Conclusion:** A conclusion should draw out the implications of your findings, with deductions based on the facts described in your main body. The significance and relevance of study is discussed in this section.
8. **References:** This is a list giving the full details of all the sources to which you have made reference within your text.





RELEVANCE OF REPORT WRITING

1. REPORT AS A MEANS OF INTERNAL COMMUNICATION

- A report acts as an effective means of communication within the organization.
- It provides feedback to employees.
- It is prepared for the information and guidance of others connected with the matter / problem.



2. REPORT FACILITATES DECISION MAKING AND PLANNING

- Report provide reliable data which can be used in the planning and decision making process.
- It acts as a treasure house of reliable information for long term planning and decision making.



3. REPORT DISCLOSES UNKNOWN INFORMATION

- Reports provide information, which may not be known previously.
- The committee members collect data, draw conclusions and provide information which will be new to all concerned parties.
- Even new business opportunities are visible through unknown information available in the reports.



4. REPORT GIVES INFORMATION TO EMPLOYEES

- Reports are available to managers and departments for internal use.
- They are widely used by the departments for guidance.
- Report provide a feedback to employees and are useful for their self-improvement.



REFERENCES

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