

# Report Writing

## Class 24

Department of English and Foreign Languages  
SRM Institute of Science and Technology



# Objectives

- . will able to present and analyse data in the proper format
- Can describe problems and suggestions
- Able to record events and happenings
- Analyse a situation or a solution
- Can equip understand to give feedbacks, suggestions and recommendations
- Might be knowing to writing project and other reports



# Report - Introduction

- Re + port
- Re - back    port - to carry
- To carry back the required information to the people required in the proper format
- A piece of writing that aims at presenting in a clear and compact manner.
- Usually prepared for some formal or official for a specific purpose,
- With a structure to suit the purpose.

Criteria	Types	description	Examples
Function	Information	Objectives presentation of data without analysis or interpretation	Conference reports, seminar reports, trip reports
	Analytical	Presentation of data with analysis and interpretation	Project reports, feasibility reports, market research reports
Periodicity	Routine	Presentation of routine information	Daily production reports, monthly sales reports, annual reports
	Special	Presentation of specific information related to a single condition, situation, problem or occasion	Inquiry reports, research reports, thesis, dissertation
Communicative Form	Oral	Face-to-face presentation of information	Accident reports, sales reports, joining reports, conference reports
	Written	Presentation of information in written form	Project reports, progress reports, research reports
Nature, scope and length	Formal	Long reports with elaborate description and discussion	annual reports, thesis, project reports, technical reports
	Non-formal	Short reports	Laboratory reports, daily production reports, trip reports



# Plan and Structure of Reports

- Title page (Cover page)
- Abstract/summary
- Acknowledgements
- Table of contents
- Purpose
- Work done/methods
- Analysis/ discussion on results
- Findings/ conclusion
- Suggestions / recommendations
- Appendices/annexures



# Title Page

- Title of the report
- Author's name
- ID number (if necessary)
- Course name and number
- To whom to be submitted
- Department and university/college / address
- Date of submission



# Abstract/summary

A brief overview

all the key features

what was done,

how it was done

the main outcomes of the work



# Acknowledgements

An expression of gratitude  
towards the people who have helped in carrying out of the study  
and writing of the report



# Table of contents/ Sections/ Subsections/ Page Nos

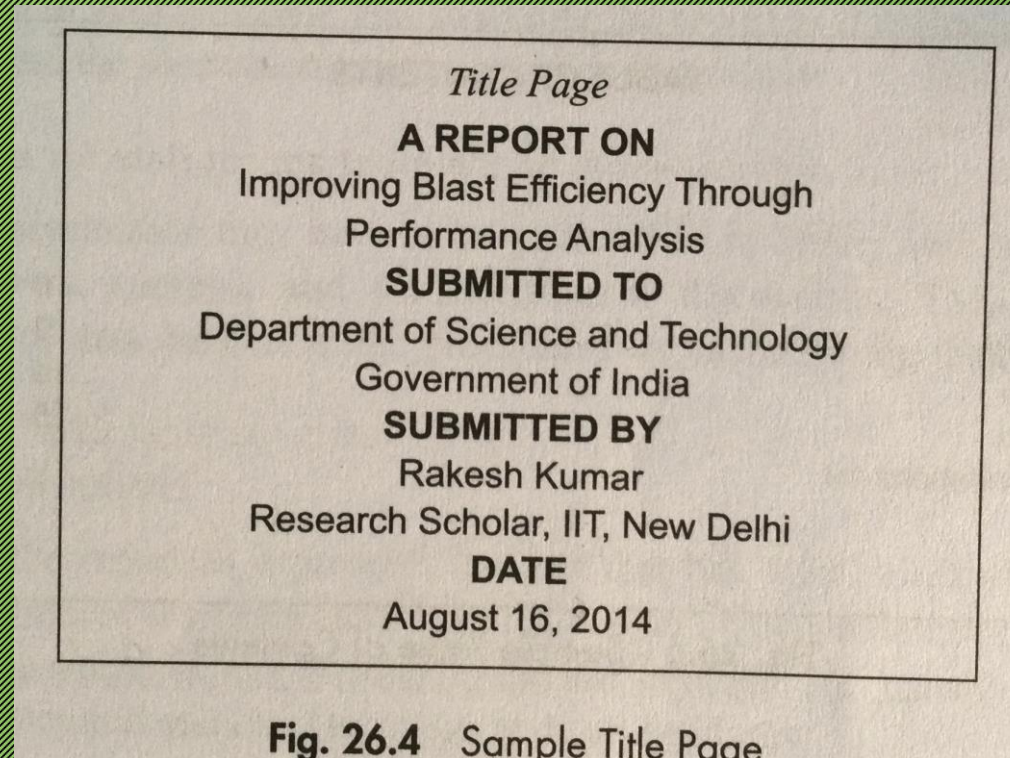




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**Fig. 26.6** Sample Table of Contents

### *List of Illustrations*

The 'list of illustrations' gives systematic information about tables, graphs, figures, and charts used in the report. List of illustrations is usually included if the number of these illustrations are more than ten. Figure 26.7 contains a Sample List of Illustrations.

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LIST OF ILLUSTRATIONS		
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**Fig. 26.7** Sample List of Illustrations



# Introduction

- A background to the topic
- a statement regarding the purpose of the report,
- the technical background necessary to understand the report
- a brief outline of its structure



# Methods

- list of equipment and material used,
- procedures followed,
- sources of the material used,
- necessary preparations made
- problems encountered (particularly if they resulted in changes in procedure)
- Aim/ purpose
- Terms of reference
- Work done
- Findings
- Suggestions /recommendations
- Note of dissent
- conclusion



# Discussion of results

A summary of the results of the investigation/experiments/study along with supporting diagrams/graph/tables

All data

Tools used

Language and style : straight forward - easy to understand

Adopt a formal style



# Conclusion

- statement specifying whether the purpose of the study has been met
- the key finding/ significance of the findings
- and the major outcomes of the research
- Brief and to the point
- Evaluate the usefulness of the findings
- Other people may continue from where you have stopped
- Scope for further research



# References

A list of all the sources (books, journals, websites etc.) database in the suggested format of referencing.

Use proper formatting as required and suggested by different forums

For eg: MLA: Modern Language Association

APA: American Psychological Association

For documenting the sources: Bibliography



# Appendices/annexure

- Appendix - singular Appendices - Plural
- A supplementary document attached to the end of a writing (extension of the document which cannot be included in the main document. Mostly research related)
- Annexure: is something attached such as document to a report (a stand alone document) eg. legal documents
- Additional tables
- Questionnaires
- et cetera
- Which are not central to the report but play a useful role



# Sample Report - Question

## A brief from a minister to his official

I am eager to know the current status of the Rural Water Supply Programme that was launched when I took office in 2010. I am sure that the programme is nearing completion. I would like to receive an Interim Report on the progress that has been made so far. Specifically, I would like the report to address the following points:

- An overview of the project
- The aims and objectives
- Plan of action
- Progress to-date and revised targets
- Reasons for delay/shortfall, if any



Study this short report prepared in response to the brief given above.

## INTERIM REPORT

From : Hareesh Kumar, IAS, Secretary to the Minister of Power  
To : A. Ibrahim, Hon. Minister for Water Resources

Date : 23 June 2015

Subject: Rural Water Supply Programme - Project overview and current status

### Project brief

The Rural Water Supply Programme was launched on 12 May 2010 to provide round-the-year drinking water to thirteen outlying *adivasi* villages in Palakkad and Malappuram districts. All of these villages are more or less isolated and have poor access to perennial water sources. The project involves establishing water mains from the nearest pumping station to the villages. The project was expected to be completed by December 2014.

### Aims and objectives

- To provide a reliable source of drinking water to the outlying *adivasi* villages.
- To establish new distribution points along the path to the villages to encourage new



## **Plan of action**

- Conduct surveys for the planned water mains to the villages - Target date: 15 May 2012
- Initiate procedure to acquire land (if any) for pumping houses - Target date: 10 November 2012
- Complete construction of proposed water mains - Target date: 25 February 2015

## **Progress to-date and revised targets**

- Land surveys for all thirteen villages were completed ahead of schedule by 29 April 2012.
- Land acquisition and construction have begun in tandem, with 70 percent of the required land acquired.
- Construction of water mains and pumping stations are progressing and are expected to be complete by the last quarter of 2015.

## **Reason for delay**

- The laying down of new water mains has been delayed due to the inaccessibility of most sites. Most of the water lines have to be constructed through land which falls under the forest department, and utmost care has been taken not to disturb the flora and fauna of the region. This has resulted in construction progressing slower than expected. The project is expected to be completed at the latest by January 2016.



Thank you