



REPORT WRITING

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Meaning

A report is a presentation of facts and findings, usually as a basis for recommendations; written for a specific readership, and probably intended to be kept as a record.

- ❖ **It is purely based on observation and analysis.**
- ❖ **A report gives an explanation of any circumstance.**
- ❖ **A report discusses a particular problem in detail.**

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- ❖ Reports are required for judging the performances of various departments in an organization.
- ❖ A good report is always fact finding and not fault finding. It should be prepared in an impartial manner. The writers of the report should be impartial in their outlook and approach.

Classification

- 1 Formal
- 2 Informal
- 3 Statutory
- 4 Non-statutory

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-  **Routine**
-  **Special**
-  **Informative**
-  **Interpretative**

Formal and informal

- ❖ **Formal Reports**: A formal report is one which is prepared in a prescribed form and is presented according to an established procedure to a prescribed authority.
- ❖ **Informal Reports**: An informal report is usually in the form of a person-to-person communication. It may range from a short, almost fragmentary statement of facts on a single page, to a more developed presentation taking several pages.

Statutory and Non-Statutory

On the basis of formal organization:

- ❖ **statutory report:** A report prepared and presented according to the form and procedure laid down by law is called a statutory report. Ex: audit report
- ❖ **non-statutory report:** Formal reports which are not required under any law but which are prepared to help the management in framing the policies is called non statutory report. Ex: for policy formulations

Routine and Special

- ❖ **Periodic or Routine Reports:** are prepared and presented at regular, prescribed intervals. They may be submitted annually, semi-annually, quarterly, monthly, fortnightly, weekly or even daily.
- ❖ **Special Reports:** They are related to a single occasion or situation. Such as technical report of a particular product.

Informative and Interpretative

- ❖ **On the basis of function:**
- ❖ **Informative Reports:** These reports present facts about certain given activity in detail without any note or suggestions. Ex: A vice-chancellor asking about the number of candidates appearing at a particular examination.
- ❖ **Interpretative Reports:** It analyzes the facts, draws conclusions and makes recommendations. Ex: A company chairman may ask for a report on falling trends in sale in a particular area. He will in this case be naturally interested in knowing all the details including that of opinion of any of the investigator.

Advantage



Steps for report writing

Five steps are suggested to write a report:—

- ❖ **Investigating the source of information:** It is done right in the beginning. Major sources of information are- Company files, personal observation, interviews, letters, questionnaires, library research.
- ❖ **Taking notes:** During the investigation phase, the writer keeps on taking notes of anything that appears to be related to the subject.

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- ❖ **Analyzing the data:** After taking notes it is then the data is analyzed.
- ❖ **Making an outline:** In this stage, the problem is stated, the facts are recorded, they are briefly analyzed and the logical conclusion is arrived at.
- ❖ **Writing the report:** The last stage is that of writing the report. It will need constant shuttling between the outline and the notes.

Format

❖ For short report

1. Title
2. Introduction
3. Discussion
4. Summary and conclusions
5. Recommendations
6. (appendix)

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❖ For long reports:

- 1. Title or title page**
- 2. (contents list)**
- 3. (abstract)**
- 4. Introduction**
- 5. Summary and conclusions**
- 6. Recommendations**
- 7. Discussion**
- 8. (appendix)**



Thank You !