**What is a Report?**

In academia there is some overlap between reports and essays, and the two words are sometimes used interchangeably, but reports are more likely to be needed for business, scientific and technical subjects, and in the workplace. A report is designed to lead people through the information in a structured way, but also to enable them to find the information that they want quickly and easily. Whereas an essay presents arguments and reasoning, a report concentrates on facts.

Essentially, a report is a short, sharp, concise document which is written for a particular purpose and audience. It generally sets outs and analyses a situation or problem, often making recommendations for future action. It is a factual paper, and needs to be clear and well-structured.

**Reports may contain some or all of the following elements:**

* A description of a sequence of events or a situation;
* Some interpretation of the significance of these events or situation, whether solely your own analysis or informed by the views of others, always carefully referenced of course
* An evaluation of the facts or the results of your research;
* Discussion of the likely outcomes of future courses of action;
* Your recommendations as to a course of action; and
* Conclusions

**Report Writing**

The structure of a report is very important to lead the reader through your thinking to a course of action and/or decision. It’s worth taking a bit of time to plan it out beforehand.

**Step 1:** Know you’re brief

You will usually receive a clear brief for a report, including what you are studying and for whom the report should be prepared. First of all, consider your brief very carefully and make sure that you are clear who the report is for (if you're a student then not just your tutor, but who it is supposed to be written for), and why you are writing it, as well as what you want the reader to do at the end of reading: make a decision or agree a recommendation, perhaps.

**Step 2:** Keep your brief in mind at all times

During your planning and writing, make sure that you keep your brief in mind: who are you writing for, and why are you writing? As you read and research, try to organize your work into sections by theme, a bit like writing a Literature Review. Anything irrelevant should be discarded.

**The Structure of a Report**

Like the precise content, requirements for structure vary, so do check what’s set out in any guidance. However, as a rough guide, you should plan to include at the very least an executive summary, introduction, the main body of your report, and a section containing your conclusions and any recommendations.

**Executive Summary**

The executive summary or abstract, for a scientific report, is a brief summary of the contents. It’s worth writing this last, when you know the key points to draw out. It should be no more than half a page to a page in length.

Remember the executive summary is designed to give busy 'executives' a quick summary of the contents of the report.

**Introduction**

The introduction sets out what you plan to say and provides a brief summary of the problem under discussion. It should also touch briefly on your conclusions.

**Report Main Body**

The main body of the report should be carefully structured in a way that leads the reader through the issue.

You should split it into sections using numbered sub-headings relating to themes or areas for consideration. For each theme, you should aim to set out clearly and concisely the main issue under discussion and any areas of difficulty or disagreement. It may also include experimental results. All the information that you present should be related back to the brief and the precise subject under discussion.

**Conclusion**

The conclusion sets out what inferences you draw from the information, including any experimental results. It may include recommendations, or these may be included in a separate section.

**Recommendations** suggest how you think the situation could be improved, and should be specific, achievable and measurable. If your recommendations have financial implications, you should set these out clearly, with estimated costs if possible.

**Report on Population explosion in Pakistan**

Date:

**To:** The Editor,

The Muslim, Lahore.

**From:** The Student, BS (Department)

The Islamia University, Bahawalpur

**Subject:** Population Explosion in Pakistan.

**Introduction:** The present report was asked by the chairman of the department to collect facts of population in Pakistan. He visited different cities, towns and villages to prepare this report. His report is summarized below:

**Report:** Population in Pakistan is growing more rapidly day after day than ever before. It is giving much to the numerous problems. In fact.it is the mother of all the problems. Although the population explosion issue has now become the global issue, yet the increasing rate of population growth is a mother of great concern for the people of Pakistan in particular. The increase in population ascends the rate of competition especially for those who live in the third word, where resources are limited and problems are overwhelming.

The population of Pakistan is growing at the rate of 2.77% which is among the highest in the world. Since the very birth of our country the population increases even more than quadrupled. The annual growth rate of 2.77% means an addition of about 3.5 million every year which is the population of several countries. This alarming growth in Pakistan is a major obstacle in the transformation of Pakistan into a modern welfare state with a flourishing economy.

**Suggestion:**

1. To overcome this problem, public recognition is a very significant factor. people should be motivated to get involved in family planning. This recognition should be at all levels. Award and cash incentives should be given at federal, provincial, divisional, district and union council levels. For population controlling activities.
2. All the opinion leaders especially the religious ones must be associated with the population planning programme for the quick positive results.
3. Mass media can also play an important role in this behalf it can mold the public opinion in favor of such plans and programmes. TV commercials and plays can also be very successful in this regard.

Yours truly,

Sign;\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_