

# *Reports & Type Of Reports*



# Report

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



## A Report is:

- **Complete & Compact Document**
- Systematic (sequential) Presentation of Facts (about your project or product)
- Prepared in Writing
- **Provides Information & Guidance**
- **Self Explanatory Document**
- **Acts as a Tool of Internal Communication**
- **Acts as a Permanent Record**



## Report Cont.

- A report discusses a particular problem in detail.
- It is purely based on observation and analysis.
- Most official form of information or work are completed via report.
- 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(menatality) and approach.



# Report Format

**Cover**

**Title Page**

**TOC**

**List of Illustrations**

**Executive Summary**

**Report Body**

Introduction

Background(History of Problem)

Body

Conclusions

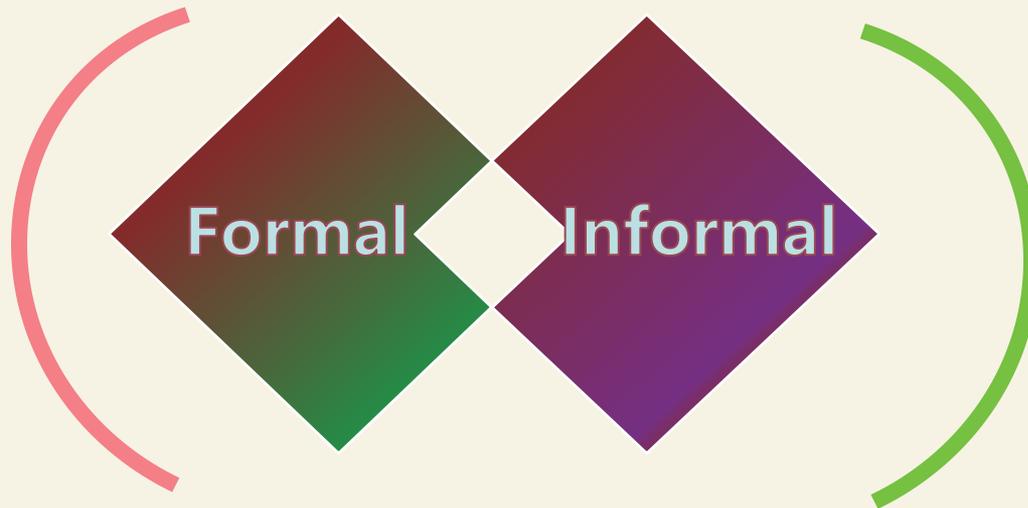
Recommendations; notes  
references; work cited

**Glossary**

**Appendixes**



# Types of Report



# *Fomal Report*

FORMAL REPORT

Prepared by Shefa Idrees



*A formal report is one which is written  
in a prescribed (official) form and is presented  
according to an  
established procedure to a prescribed  
authority.*



**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.

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.



# △ 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.

Analytical reports might:

- A. Explain what cause a problem or situation.
- B. Explain the potential results of a particular course of action.
- C. 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.

It explains:

A. What should we do about a problem?

B. Should we or can we do something?

C. 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



# *Infomal Report*

Prepared by Shefa Idrees



*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.*



# There are many embodiments of the informal report:

- ❖ Informational Report
- ❖ Progress & Status Report
- ❖ Feasibility report
- ❖ Periodic Reports
- ❖ Troubleshooting Reports



# △ PROGRESS REPORTS

Type of informal report that you have to write to explain how much progress is being made on something you have previously planned.

It describes an ongoing project.

It enables you to check on yourself so that you can better estimate what remains to be done and what resources, especially time you have to do it.



# △ STATUS REPORTS

It describes what is being accomplished in the present and with existing conditions in general.

It is just another type of progress report.

It lays emphasize on existing conditions.



# △ FEASIBILITY REPORTS

A feasibility report is the results of a feasibility study. This report details whether or not a project should be undertaken and the reasons for that decision.

A feasibility study is an analysis of the viability of an idea through a disciplined and documented process of thinking through the idea from its logical beginning to its logical end.



# △ PERIODIC REPORTS

These reports allows management to keep track of ongoing operations on a periodic or regular basis.

They can be filed daily, weekly, monthly, quarterly, yearly etc. They may even take the form of an elaborate and often costly formal report.



# △ TROUBLESHOOTING REPORTS

These informal reports are used by technicians to convey information regarding the analysis and correction of problems found in industrial products.

The purpose of troubleshooting reports is:

- To analyze the problems symptom's.
- To locate the defect.
- To correct the defect.



# *Formal & Informal Reports*

Prepared by Shefa Idrees



## Formal

Longer

Research

Supplement Parts

Indirect Approach

Analysis

## Informal

1-3 Pages

No or Limited Research

No Preferatory Parts

Informational

Personal Language

# *Difference*

*Difference*

Prepared by Shefa Idrees



## Formal

## Informal

Formal reports are often used in academic papers or to provide a lengthy overview of a major change or development within a business.

Informal reports are used for shorter documents, such as memos and newsletters.

Formal reports are more detailed.

Informal reports are less detailed.

Formal reports have a set structure: an introduction, body and conclusion.

Informal reports can be structured in any way.

Formal reports have a formal tone and use third-person narrative.

Most informal reports use first- or second-person narrative. Although some informal reports use a professional tone, it is not required in many cases.

Formal reports analyze a specific topic in great detail.

Informal reports are often very brief and only include the most relevant information.

Formal reports also provide evidence to back up the information in the report.

Since informal reports are brief, evidence to back up the information is not included in this type of report.

Formal reports usually include citations for the sources used to generate the report.

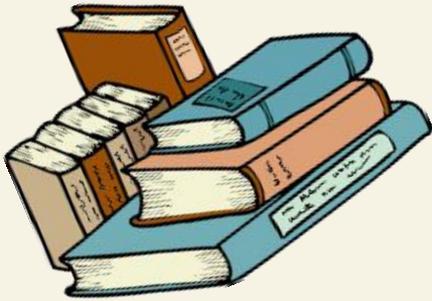
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Charts, graphs and statistical information are also common components of formal reports.

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**Thankyou for the Patience**



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