



# PROJECT REPORT WRITING

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1<sup>st</sup> SEMESTER

# MEANING OF PROJECT REPORT WRITTING

- A project report is a record of any sort of project, whether it is a school project, business project, or research project. A project report can be written about almost any topic, in fields such as science, marketing, education, or engineering.



# CONTENTS OF A PROJECT REPORT

A covering letter / memorandum

A title page

An executive summary

A table of content

An introduction

Conclusions/ recommendations

Findings and discussion

A list of references

Appendices



## COVERING LETTER/MEMORANDUM

- Often a letter is attached to a report to officially introduce the report to the recipient. If the recipient is outside the organization, a letter format is appropriate; if the recipient is inside the organization, a memorandum/memo is appropriate.



# TITLE PAGE

- The title page should be brief but descriptive of the project. It should also include the date completion/submission of the report, the author/s, and their association/ organization



# EXECUTIVE SUMMARY

- The executive summary follows the title page. The executive summary helps the reader quickly grasp the report's purpose, conclusions, and key recommendations. The executive summary should be no longer than one page. The executive summary differs from an abstract in that it provides the key recommendations and conclusions, rather than a summary of the document.



# TABLE OF CONTENTS

- The table of contents follows the executive summary on a new page. It states the pages for various sections.
- The reader receives a clear orientation to the report as the table of contents lists all the headings and sub-headings in the report.



# TABLE OF CONTENTS-SAMPLE

## Table of Contents

- A list of what's contained in your report (page by page)

Table of contents	1
Introduction	2
Materials	3
Methods	4
Review of Literature	5-7
Results	8
Discussion	9
Conclusion	10
Acknowledgments	11
References	12





# INTRODUCTION

- The introduction sets the stage for the reader. It gives the context for the report and generates the reader's interest. It orients the reader to the purpose of the report and gives them a clear indication of what they can expect.



# CONCLUSIONS AND RECOMMENDATIONS

- A business report usually needs both conclusions and recommendations. The difference between conclusions and recommendations in a report lies in the orientation to time. Conclusions typically relate to the present or past situation.
- Recommendations are oriented to the future: what changes are recommended, or what actions are recommended for the future? They are specific , action-oriented suggestions to solve the report problem.



# FINDINGS AND DISCUSSIONS

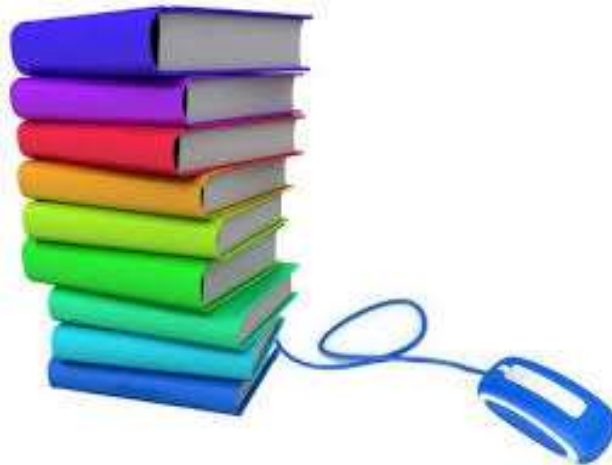


- Present the outcome of your research in a succinct and logical way, making sure that you include enough information to demonstrate that you have investigated the matter thoroughly.
- You can summarize the opinions of people you have approached, present statistics in support of your points, or describe any other relevant information. It will help the reader if you organize these findings under further headings, subheadings, or numbered subsections



# A LIST OF REFFERENCES

- Whenever you use information from other sources, references must be provided in text and in a list of references. The style of referencing may be dictated by your faculty or organization.



# APPENDICES

- If you choose to keep all charts, illustrations, tables, and so forth grouped together, they can be placed in an appendix at the end of the report. Supporting material such as maps, notes, questionnaires, or summaries of data may also go here. If you have several items appended, they would be headed as **Appendix A**, **Appendix B**, and so on.



Thank you!

