

REPORT WRITING

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MEANING

- ◉ It is an essential part of official, managerial and professional activity
- ◉ DEFINITION: A report can be defined as a systematic account of facts for information, analysis and action to achieve a definite business objective.
 - > Scientific (for experiments)
 - > Economic (as audit)
 - > Newspaper (an event)

MEANING

- It also might be simply a description or interpretation or recommendation
- It can also be just for information

IT MUST BE

- ◉ Factual
- ◉ Objective
- ◉ Orderly
- ◉ Definitive

CHARACTERISTICS

- It must be different from literary writing
- It must have some characteristics of its own to be recognizable
- So, it must be:
 - > PURPOSIVE
 - > RESULT-ORIENTED
 - > ORGANIZED

PUPOSIVENESS

- ◉ Since it is objective in language it shows its purpose in a direct way
- ◉ It includes:
 - > Data
 - > Illustrations
 - > References

RESULT-ORIENTED

- ◉ A report is written to produce results
- ◉ (It) helps in taking crucial decisions
- ◉ Its findings guide the authorities in taking action
- ◉ It is required to be objective and factual
- ◉ Should not be personal
- ◉ The interpretation must be based on accurate data

RESULT-ORIENTED (cont.)

- ◉ Should not involve any preconception
- ◉ It must be concluded with recommendation(s)
- ◉ Failing to these, defeats its PURPOSE

ORGANIZED

- ◉ It is a quality of report
- ◉ An unorganized or disorderly report is not readable
- ◉ So, disorder in preparing a report is disruption of PURPOSE and RESULT

STEPS

- It needs some preparatory work
- Helped by consulting the:
 - > Relevant data
 - > Libraries
 - > Previous reports
 - > People (in person or in group)
 - > Questionnaire
 - > Interviews

MEANING THERE BY

- ◉ First understand the terms of reference
- ◉ Give the right direction to the report by ascertaining the people to be addressed
- ◉ Collect all the relevant sources
- ◉ Organize the report well
- ◉ Irrelevant data must be aborted
- ◉ It must be concluded properly
- ◉ Revise the first draft carefully and remove the errors and misbalance

STRUCTURE

- It may have different shapes
- A standard report has a definite shape
- It generally consists:
 - > FRONT MATTER
 - > MAIN BODY
 - > BACK MATTER

FRONT MATTER

- ◉ Cover page
- ◉ Frontispiece
- ◉ Title page
- ◉ Copyright note
- ◉ Forwarding Letter
- ◉ Preface
- ◉ Acknowledgement
- ◉ Table of Contents
- ◉ Illustrations/tables
- ◉ Abstract
- ◉ introduction

MAIN BODY

- ◉ Description
- ◉ Conclusion
- ◉ Recommendation
- ◉ Appendix

BACK MATTER

- References
- Bibliography
- Glossary
- Index

STYLES

- “Style is the man” – Walter Pater
- It reflects the personality of the author
- “Words are pegs to hang ideas on” – HW Beecher
- Style differs from person to person
- Style differs in terms of types of writing

QUALITY OF LITERARY STYLE

- ◉ Aesthetic quality
 - > It should be:
 - Elegant
 - Harmonious
 - Melodic
 - Graceful
- ◉ Emotionalism
 - > It changes according to emotions
 - > It may be sarcastic, humorous, witty, ironic etc.
- ◉ Intellectualism
 - > It gives the real mind of the author
- ◉ Subjectivity
 - > Can be either
 - > It avails full freedom

QUALITY OF REPORT WRITING

- ◉ Objectivity
- ◉ Simplicity
- ◉ Clarity
- ◉ Brevity

OBJECTIVITY

- ◎ It must
 - > Adhere to the text
 - > Free from any bias
 - > Free from personal liking

SIMPLICITY

- ◉ It must be:
 - > Less figurative/ornamental
 - > Simple, clear and according to the taste of the audience (the language)

CLARITY

- ◉ Simplicity leads to clarity
- ◉ Easy vocabulary
- ◉ Clarity of expression
- ◉ Must be readable
- ◉ No hidden meaning

BREVITY

- ⦿ “Brevity is the soul of wit.”
- ⦿ Must be straight forward
- ⦿ Must keep time and space in mind

TYPES

- ◉ Voluntary or Authorized reports
- ◉ Routine or Special reports
- ◉ Internal or External reports
- ◉ Short or Long reports
- ◉ Informational or Analytical reports

VOLUNTARY OR AUTHORIZED REPORTS

- ◉ Are classified on the basis of source
- ◉ Selects the initiator
 - > Initiated on own is Voluntary
 - Requires more detailing
 - Initiated on a request (Authorized)

ROUTINE OR SPECIAL REPORTS

- Routine reports are also known as PERIODIC reports
 - > It is submitted daily or weekly or monthly etc
 - > Mainly concerned with SALES and FINANCE
 - > Future policies are included
 - > This is to inform the shareholders, Board of Directors or Members

ROUTINE OR SPECIAL REPORTS (cont.)

◉ Special reports

- > Formal
- > Submitted by an appointed person or committee
- > Submitted for results
- > For one-time study
- > After investigations
- > Based on both facts and opinion of the writer
- > Writer concludes it accordingly
- > Follows a prescribed format

ROUTINE OR SPECIAL REPORTS (cont.)

- ◉ Format of Special reports:
 - > Title
 - > Terms of reference
 - > Introduction
 - > Procedure
 - > Findings
 - > Recommendations

INTERNAL OR EXTERNAL REPORTS

- ◉ Decided on the basis of the audience
- ◉ Internal reports:
 - > Moves within organization
 - > Memos, Letters (offer, appointment, appraisal, termination, experience etc) and Notices (holiday, leave, warnings, office orders etc)
 - > Also known as Inter Office Communication

INTERNAL OR EXTERNAL REPORTS (cont.)

- ◉ External reports

- > Outside the organization
- > Letters, Proposals, Notices etc
- > Also known as Intra Office Communication

SHORT OR LONG REPORTS

- ◉ Classification is based on the detail contained
- ◉ Short reports
 - > Discusses one aspect of the problem
 - > Takes less time in preparation
- Long reports:
 - Discusses the complete problem
 - Takes more time to complete
 - Needs more preparation
 - But the preparation must be formal

INFORMATIONAL OR ANALYTICAL REPORTS

- These are based on functions
- Informational:
 - > Presents data without analyses
 - > It strongly recommends
 - > Used for monitoring and controlling operations
 - > Compliance, Progress, Projects etc

INFORMATIONAL OR ANALYTICAL REPORTS (cont.)

- Analytical Reports:
 - > Aims at solving the problem
 - > It suggests
 - > It evaluates, interprets and analyses
 - > Concludes the problems and suggests recommendations
 - > It is also called Recommendation
 - > It is used for market research, laboratory, inspection, invention, monthly inquiry, annual confidential report etc.

REPORT FORMAT

- Should be chosen on the basis of nature and function
- Audience is primary
 1. Pre-printed Form
 2. Letter Format
 3. Memo
 4. Manuscript

FORMATS

❑ Pre-printed Form:

- ❖ Fill in the blank type
- ❖ Short and routine information
- ❖ Has less flexibility

❑ Letter Format:

- ❖ It is short and external
- ❖ Can be both informational and analytical
- ❖ Follows formal letter format

FORMAT

□ Memo:

- ❖ Short report circulation
- ❖ Carries day-to-day operation
- ❖ Also called Miniature Report
- ❖ Brief, objective and highly complex
- ❖ Periodic reports
- ❖ For long memos they contain heading
- ❖ Brevity is a must feature

FORMAT

- ◉ Manuscript Report
 - > Formal reports
 - > Used for long reports
 - > Requires more elements (structure)

