REPORT WRITING

- The word report is derived from Latin word 'reportare' which means to carry back. It is therefore a description of event carried back to someone who was not present on the scene. In short it is an assigned communication for a purpose and is meant for specific reader. Hence a report is a formal communication written for a specific purpose; it includes a description of procedures followed for collection and analysis of data, their significance, the conclusions drawn from them, and recommendations if required. They are of two types- formal and informal. It can be in a type of letter , memo, news item, periodic, routine, progress showing, lab reports or a proper format in detail form.

CHARECTERISTICS OF A REPORT

- **PRECISION** – The writer should be very clear about the exact purpose of the report.
- **ACCURACY** – all the facts mentioned should be accurate and demonstrated with the help of graphs, charts, pictogram etc.
- **RELEVANCE** – The facts presented should be relevant and not left out. It should not mislead the reader.
- **READER ORIENTED** – It is necessary that it is kept in mind the person for whom the report is meant.
- **RECOMMENDATION** – they should be impartial without revealing any self-interest.
- **SIMPLE LANGUAGE** – It should be in simple language free from poetic phrases.
- **BREVITY** –It should be brief but not achieved at the cost of clarity. headings and subheadings should be included.
- **GRAMMATICAL ACCURACY** -- . It should use language that is concise concrete and grammatically correct.

PURPOSE OF A REPORT

- It is primarily a source of information to the management to help in decision making, so its purpose is
- To give information about a company's activity, progress, plans and problems.
- To record events for future reference.
- To recommend specific action.
- To justify and persuade readers about the need for action in controversial situations.
- To present facts to the management to help decide the direction the business should choose.

STRUCTURE OF A REPORT

- Cover
- Title page
- Acknowledgement
- Table of contents
- Executive summary
- Introduction
- Description
- Conclusion
- Recommendations
- Appendix
- List of references
- Bibliography
- Glossary
- Index
- Other elements

Kinds of Report

- Proposals
- Periodic report
- Progress report
- Research report
- Routine report
- Letter report
- Short report
- Detailed report
- Recommendation report
- Examination report