

or a report running into volumes. Whatever the type of report, it will be either a short or a long report. Therefore, as a student learning different formats of report writing, the classification on the basis of length makes good sense as there are two ways of writing a report - one is the way to write a short report and the other is to write a long report. Report of employees of a company who put in extra hours of work can be submitted in a page or so whereas a report related to a complete project is definitely a long report.

Report Writing: Short and Long

Although reports can be of various types, yet when it comes to writing there are two broad categories under which reports are written - a short report and a long report. All Project Reports, Field and Visit to industries and business concerns are long reports.

First we begin with the format of short report writing and then will move on to long reports, including field and visit reports:

Writing a Short Report

A short report can be submitted in a letter or a memorandum format whereas a long report can be submitted in a combined structure.