

Guest Teacher's name: Shriya Pandey
Department: English

Day: THURSDAY
Date: 2020/04/16

Subject: AECC, Section 1
Class: B. A (P), Second Semester.
Time- 3:00 p.m.- 4:00 p.m.

REPORT WRITING

Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example – report writing about a school event, report writing about a business case, etc.

Essential Elements to Report Writing

- Reports are written with much analysis. The purpose of report writing is essential to inform the reader about a topic, minus one's opinion on the topic. It's simply a portrayal of facts, as it is. Even if one gives inferences, solid analysis, [charts](#), tables and data is provided. Mostly it is specified by the person who's asked for the report whether they'd like your take or not if that is the case. In many cases, what's required is your suggestions for a specific case after a factual report. That depends on why are you writing the report and who you are writing it for in the first place. Knowing your audience's motive for asking for that report is very important as it sets the course of the facts focused in your report.
- Furthermore, write-up flows like – introduction, body, conclusion and summary. The layout is pretty crisp with a title page, numbered subheadings, clear bulleted points, recommendations, references, appendices, dates, and timings reported exactly sometimes, and so on. This format stays consistent throughout.
- All your facts and information presented in the report not only have to bias-free, but they also have to be a 100% correct. Proof-reading and fact-checking is always what you do as a thumb rule before submitting a report.

Parts of a Business Report

1. So, broadly here's what we have as sub-headings in a report for a business student in the given order: Executive summary, table of contents, introduction, body, [conclusion](#), references, Appendices.

This gives you a broad idea of what flow of thought you are to keep while writing a report.

2. Example of a Report for Business Students

XYZ Case study Short Business Report: Guidelines

This document provides an outline for our annual business. Please follow this format when preparing your case reports.

Contents

The report should begin with a table of contents. This explains the audience, [author](#), and basic purpose of the attached report. It should be short and to the point.

DATE: March 24, 2018

TO: Mr. Siddhartha Malik

FROM: Jeena Claudette, Marketing team, XYZ company

Executive Summary

The second page of the document must have a report title at the top, and provide an executive summary, that is a paragraph or two that summarizes the report. It should provide a sufficient overview of the report so that an executive (who doesn't have the time or [energy](#) to fully read through the long report) can actually grasp the main points beforehand.

- Most importantly, the summary should contain
 - (a) the purpose of the report,

- (b) what you did (analysis) and what you found (results), and
- (c) your recommendations. These recommendations should be short and not go beyond a page.

REPORT

A title at the top

(the same title that you put on the top of the previous page. This is the first **page** that should actually be **numbered**, and it should be page 2 (as the table of contents is not technically part of the report).

- This part **introduces the reader to your report**, sets the purpose in place and broadly plates out the content of your entire document.
- Throughout your report, keep breaking points and starting off a new logical thought with a **numbered sub-heading**.
- A **conclusive paragraph ties up all the** information written before and leaves room for inferences if any
 - *The length of the body of the report will be determined by necessity to convey the analysis and conclusions, but should generally not exceed 10 pages.*
 - *Tables and figures must all be labeled.*
 - *References could be cited in footnotes, or in a separate “References” section, if they are many or if you prefer that format.*

Solved Examples

Question: Read the information and fill in the report blanks.

Global Warming:

- A threat
- Caused ecological threat to many countries
- We must check it
- Otherwise, it will be too late.

Global warming _____ [1] the world. It _____ [2] disturbances. There is a _____ [3] countries and islands. If we want to save our planet, we _____ [4]. We have to use methods to create ecological balance otherwise it _____ [5].

Solution:

Global warming is a threat to the world. It causes ecological disturbances. There is a serious threat to many countries and islands. If we want to save our planet, we should keep a check on it. We have to use methods to create ecological balance otherwise it will be too late.

Format of a magazine report

Heading- A descriptive title which is expressive of the contents of the report.

By line- Name of the person writing the report. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

Opening paragraph (introduction) – It may include the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the chief guest.

Account of the event in detail- The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if required.

Conclusion- This will include the description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

Format of a newspaper report

Headline- A descriptive title which is expressive of the contents of the report.

By line- Name of the person writing the report along with the designation. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

Place and date of reporting- It is generally not mentioned in a magazine report separately, but here, it is.

Opening paragraph- It includes expansion of the headline. It needs to be short as it is a general overview of the report.

Account of the event in detail- It is generally written in two parts: First, complete account of what happened in its chronological sequence (preferably) and second, the witness remarks.

Concluding paragraph- This will include the action that has been taken so far or that will be taken. It is the last paragraph.

EXAMPLE

Q1. MMD School, Nashik, recently organised a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit/Amita Raazdan, editor of the school magazine. Write a report on the event for your school magazine. (120 – 150 words)

Answer:

Report on Science Symposium held at MMD School, Nashik

-By Amit/ Amita Raazdan, Editor of the school magazine

A symposium was organised on 1 March 2018 in the school on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative programme.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Sh. Suraj Prakash. He acquainted them with the objectives and goals of the workshop. The resource person Dr. Hari Om Gupta reflected his profound knowledge on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of effects of pollution on our lives galvanized the engrossed participants. After the lunch break Dr. K.K. Arora, Resource

Person, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the head of the science department.