REPORT WRITING

There are many kinds of reports.

- Annual reports of schools and colleges are presented by the Principal at the end of the academic session.
- A student’s report card
- First Information Report (FIR)
- Medical report
- Forensic report;
- Report of events (news report);
- Sales report of a company
- Daily, weekly, fortnightly, monthly, quarterly, half-yearly and annual report
- Enquiry report
- Interim/ short-term report.

All these are examples of business reports which are prepared according to the requirements and instruction of the institution/ company/ organization/ industry/ corporate house.

Various reports have to be prepared by all organizations/ companies which are related to:

- accounts
- sales
- networking
- budget
- audit
- Annual performance.

These reports depend upon the nature and work of a company/ organization. Some companies ask for:

- Daily report of communications sent and received
- Weekly report of staff’s duties and assignment of tasks
- Monthly/ quarterly report of the performance of technical and scientific staff
- Travel and conveyance allowance given to the people of the company
- Quarterly report of the use of official language, Hindi, in an office (as this is compulsory for Government offices and government funded organizations
- Department-wise quarterly performance report
- Half-yearly accounts
- Performance and other reports
- Annual reports of audit and accounts
- Appraisal reports
- Staff-requirement
- Filling up posts
- Project funding reports

Some of these reports are not very long, at times only one page long. Some of them are in three to four pages and some can be very lengthy, running into hundreds of pages and bound in books. Some may be very straight-forward while some can be very complex.
Reports play a very important role in decision making and smooth functioning of the organization. Reports are generally submitted by one official to another in upward direction of hierarchy.

Types of Reports

- **Solicited** (asked for) and **unsolicited** (not asked for but made/ submitted on one’s own) reports
- **Statutory** (as per the statutes of law) and **non-statutory** (information sharing) reports
- Reports by individuals and committees
- **Informational** (provide only information) and **analytical** (provide information, analysis and recommendations) reports
- **Internal** (within the company) and **external** (used to send outside the company) reports
- **Periodic** (daily, weekly, fortnightly, monthly, quarterly, half-yearly, annual) and **non-periodic** (non-routine, written for a specific purpose/ occasion) reports
- **Oral** and **written** reports
- **Short** and **long** reports

Report Writing: Some Preliminary (introductory/ preparatory) Facts

- While preparing a report, one must read the instructions carefully on the basis of which the report has to be prepared.
- The required material, including facts and data, should be collected. Even in a short report, one must plan for the report and give supporting document/s and/ or argument/s.
- The outline of the report should be prepared. Once the outline is ready, the required details should be filled in.
- The report should be reviewed and edited keeping the reader/s in mind.
- The spellings, grammar, expression, organization of subject-matter and formatting should be checked to make it mistake free.

Step by step writing of a report

1. Planning
2. Writing
3. Completing

Format of a report

I. **Memorandum Report**

Address of a company/ organization with email
Place

No.: 
Date: 
To: 
From: 
Subject:
II. **Letter Format**

Address of a company/organization with email
Place
No.:
Date:
Subject:
Salutation

Subject-matter/ body/ content of the report

Yours sincerely
Signature
Name
Designation
Encl. if required
Cc and/ or Bcc

III. **Outline of a long report**

A. **Title Page/ Cover Page**
B. **Certificate of Originality**
C. **Table of Contents**
D. **Executive Summary/ Abstract/ Synopsis**
E. **Main Report**
   i. **Introduction**
   ii. **Body/ Main Text/ Content**
   iii. **Conclusions**
   iv. **Recommendations, if required.**
   v. **Appendix/ Appendices**
   vi. **Bibliography**
   vii. **Index**
   viii. **Signature**

**Format of a Field or Industrial Visit/s Report/s**

1) **Introduction of the visit**— where (complete details) and why (detailed purpose and objectives).
2) **Details of the Visit**
   a) **Presentation of the Details of Observation:**
      Follow the W-H format
      **What**— what was observed, what was the focus of the visit, etc.
      **Where**— where what was found
When — the exact day, date and time-wise description
Why — why was a particular problem/ theme chosen, why was a particular place chose, etc.
Who — who were observed, different relevant details about them
How — how applicable/ purposeful the research was, how were the findings reached, how the complete observation was done, etc.

3) Interpretation and Analysis of the Data
4) Conclusions and Recommendations
5) Appendices

Tips for Report Writing

❖ Be sensitive to the needs of the readers/ audience.
❖ Present information in an objective manner. Do not let your thinking come in between unless actually required.
❖ Change the style and language according to the purpose of the report and the target audience.
❖ The level of formality must be adjusted according to the situation and the readers/ audience.
❖ Information presented must be factually correct and complete so that the readers/ audience can make a proper choice.
❖ All primary and secondary data must be credited and everything should be documented properly.
❖ Technology can be used to make better presentation of reports/ proposals. Multi-media options can be used to complement a written report.
❖ All schedules and dead-lines should be followed as important decisions can only take place after the report is submitted.