

## AECC ENGLISH E-Lesson for B. Com. (Hns.) Sem. II

### REPORT WRITING

#### English Core E- Lesson for B. A. (Prog) Sem. IV

### 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:

Subject-matter/ body/ content of the report

Signature  
Name  
Encl. if required  
Cc and/ or Bcc

## 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.