

B.Com(Prog) IV sem

English

EXAMPLE QUESTIONS ON REPORT WRITING

Q1. Write a Report for your college magazine describing a Cultural Fest held in your college in which various colleges of your University took part.

A REPORT ON CULTURAL FEST

-Shailey John

24 October 2019

On 22/ 10/2019, a colourful and memorable Cultural Fest was organized in our college. This event was whole day long and was held in the auditorium of our college. In this mega event, many colleges from our University took part.

The grand show commenced by the arrival of various teams from colleges. Then the Chief Guest, the Vice Chancellor, of our University, arrived with his wife. There was a colourful welcome followed by lighting of the lamp. It was accompanied by a melodious Saraswati Vandana, hailing the goddess of knowledge and wisdom. It was followed by a welcome speech given by the Principal of our college. Then there was bouquet presentation to the invited guests and the grand event began. It was a truly mesmerizing show as the teams

from various colleges presented many programmes. There was singing, dancing, poetry recitation, skits, mimicry, mono act shows, classical and modern combination of several foot tapping numbers. Everyone sat glued to the show. The Chief Guest praised the entire event a lot. He guided with his inspirational words and inspired to do better. It was followed by the announcement of the winning team, ABC College of our University. The team from our college bagged second position and everyone complimented one another. It was followed by a formal vote of thanks and the event concluded.

We really enjoyed a lot and dispersed with a sincere hope that such mega events should be organized time and again giving the students a chance to display their talents.

Q2. Write a Report for the newspaper describing a traffic jam in which you, along with many, were trapped for many hours.

A REPORT ON TRAFFIC JAM: A NUISANCE ON ROADS

-Shailey John

24 October 2019

Yesterday on 23/10/2019, the main highway connecting the two major suburbs of our city witnessed a real chaos in the form of a traffic jam in which thousands of people were caught for several hours.

It was around 5 pm in the evening and the office goers, the school buses of various schools and traders along with many others were returning from the busy route. The traffic was running smoothly but suddenly the vehicles came to an abrupt halt. There was utter confusion among all. The traffic was not moving even an inch. Soon anger erupted among many. Patience slowly melted and there was argument, heated talks, and even several came out from their vehicles in anger. Fuming, everyone was vexed to know the cause of that traffic jam. People were in hurry to reach their destination but not even one traffic police officer could be seen in the vicinity. Then some excited youngsters jumped into the scene and began clearing the scene. They reached at the place where the halt had begun. A badly wounded person was seen unconscious in damaged car. Situation was understood and immediately an ambulance was called by onlookers. Within no time, the ambulance arrived followed by the police too. It took two hours to clear the traffic. But finally, the injured person was taken in the ambulance, the damaged car was picked by the police and the traffic moved.

Business Report Writing Example

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

As per your request, we have prepared an annual business report for the financial year 2017-2018. Please contact us if you need any additional information.

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

Next page in the report must contain a title at the top (the same title that you put on the top of the previous page). This is the first page that one should actually number, 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 the necessity to convey the analysis and conclusions, but should generally not exceed 10 pages

Tables and figures must all be labelled

References could be cited in footnotes, or in a separate “References” section, if they are many or if you prefer that format

Hence, this concludes our discussion on the given topic. We hope now, that you have report writing on your fingertips. Have fun with English communication.