

Report Writing

What is Report Writing?

According to the commonly known definition of report writing, a report is a formal document that elaborates on a topic using facts, charts, and graphs to support its arguments and findings.

According to the commonly known definition of report writing, a report is a formal document that elaborates on a topic using facts, charts, and graphs to support its arguments and findings.

Why do one need reports?

An elaborate report prepared with evaluated facts helps solve complex problems. When managers come across certain business situations, they ask for comprehensive and well-thought-out reports that can help them design business plans.

A well-written report must possess the following traits:

1. adherence to the specifications of report brief;
2. analysis of relevant information;
3. structuring material in a logical and coherent order;
4. presentation in a consistent manner according to the instructions of the report brief;
5. making appropriate conclusions that are supported by the evidence and analysis of the report

Elements of Report Writing

There are different types of reports, and each has a specific structure, usually known as 'elements of the report'.

Every report starts with a title page and a table of contents, after which come the main sections—the executive summary, introduction, discussion, and conclusion.

- **Executive summary:**

In this section we have to read a story or passage and write a summary.

This section presents a brief overview of the report's contents. We should present the key points of the report in this section.

It is important to write an executive summary in a report for many reasons..Firstly, the summary will help readers better understand the purpose, key points, and evidence we are going to present in the report.

Secondly, readers who are in a hurry can read the summary for a preview of the report. Some specifics to write a clear and concise summary:

- Include the purpose of report and emphasize conclusions or recommendations.
- Include only the essential or most significant information to support your theories and conclusions.
- Follow the same sequence of information that we have used in the report.
- Keep the summary length to 10-15% of the complete report.
- Try not to introduce any new information or point in summary that we haven't covered in the report.

- The summary should communicate the message clearly and independently.

- **Introduction:**

The introduction section should:

- Briefly describe the background and context of the research we have done.
- Describe the change, problem, or issue related to the topic.
- Define the relevant objectives and purpose of the report
- Give hints about the overall answer to the problem covered in the report.
- Comment on the limitations and any assumptions you have made to get to the conclusion.

- **Discussion:**

This section serves two purposes:

- It justifies the recommendations.
- It explains the conclusions.

While writing the discussion section, there are some important points to notice:

- Present the analysis logically.
- If needed, divide the information under appropriate headings to improving readability and ease of understanding.

- Explain the points and back up the claims with strong and evaluated evidence.

- Connect the theory with real-life scenarios

- **Conclusion:**

The last key element of report writing is the conclusion section.

Present the conclusion as follows:

- The primary conclusion should come first.
- Identify and interpret the major problems related to the case the report is based on.
- Relate to the objectives that we have mentioned in the introduction.
- Keep the conclusion brief and specific.

Importance of Report Writing

Before start writing a report, it's important to understand the significance of the report. It's also crucial to research independently instead of relying on data and trends available on the internet, besides structuring the report properly. The Report is essential as it is-

1. Decision-making tool:

Organizations require a considerable amount of data and information on specific topics, scenarios, and situations. Managers and decision-makers often use business reports and research papers as information sources to make important business decisions and reach solutions.

2. Evaluation:

Another reason that adds to the significance of report writing is that it is a collection of evaluated information.

Different types of activities by different departments define an organization. Think of the departments your organization has—development, sales, distribution, marketing, HR, and more. Each department follows defined processes and protocols that require many small and large activities on a daily basis.

It is impossible for the management to keep an eye on the different activities in each department. That's where the reports can help. With every department writing and maintaining periodic reports, keeping a tab of ongoing activities becomes easier for the management.

3. Professional improvements:

During the annual appraisal cycle, the manager will ask employees to write reports to explain the position, level of work, and performance.

If one have ever wondered how the manager decided to promote a colleague and not him/her, the answer may lie in his well-presented report.

4. Quick source for problem-solving:

There's no denying that managers require accurate information on various topics to make quick decisions. Often due to urgency,

managers only rely on business reports as an authentic source of information. Almost every employee would have witnessed a situation that needed the manager's attention urgently. Reports come in handy during such situations.

Types of Reports

The general Kind of reports are:

1. Reporting for News-Papers
2. Reporting for a magazine
3. Reporting in the assembly

The Formats for all of them are :

1. Reporting for News-Papers

Heading

By-line

Place

Date and responses to the questions(What, where, where, when, who and how)

2. Reporting for a magazine

Heading

By-line and responses to the questions (what, where,

When, who, how-If it's a description of an event)

3. Reporting in the assembly
(gathering in an organization or institution)

Salutation

Self introduction

The responses to the questions (what, where, who, when

And how)

Points to Remember:

- Mention the place, date, time and other relevant facts about the event.
- Include information collected from the people around or affected by the event.
- Write the name of the reporter.
- Provide a suitable title/heading.
- Write in past tense.
- Write in reported speech and use passive form of expression.
- Develop ideas (causes, reasons, consequences, opinions) logically.
- Write in a less formal and more descriptive manner, while writing a report for a school magazine.
- Present your ideas and impressions to make the report interesting.