

The types of reports in business:

1. Informal Reports
2. Formal Reports
3. Analytical Reports
4. Informational Reports

Informal Reports

Informal reports tend to be shorter, although the quantity of pages or words is not defined. Think of informal reports as documents of under ten pages. An informal report usually has specific topics grouped in paragraphs, and these topics tend to have simple headings. Note that while informal reports often don't have required headings, you can take inspiration from the headings required in formal reports.

Formal Reports

A **formal report** tends to be longer; although, again, the quantity of pages or words is not defined. It may start at ten pages and in some cases exceed one hundred pages. With a formal report, the topic of the report or

the policy of the company it's being written for determines which sections, labels, content, and purpose should be used as the basis for the report. These reports address complex topics that require substantial description of background, research on the topic, and evidence to support any proposed solutions. Both the data gathering and the summary of the topic generate length. To keep this abundance of information organized, the report requires formal headings and tight organization in order to help the reader stay on track.

The Formal report in an organization should have following arrangement:

1. **TITLE PAGE:** The title page must include the subject of the report, who the report is for, who the report is by and the date of submission.

2. **ABSTRACT:** An abstract is usually 100 to 200 words and should include the following-

Why the report has been written

How the study was undertaken

What the main findings were

What the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centered heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

3. **TABLE OF CONTENTS:** The table of contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organized and what topics to be covered. The table of contents should also include a list of tables and list of figures if any are used in the report.

4. **INTRODUCTION:** The introduction has three main components

1. The background which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.

2. The purpose which defines what the project or study is to achieve who authorized it and the specific terms of reference.

3. The scope which outlines any limitations imposed on the project such as cost or time etc.

This should be included in terms of three different paragraphs.

5. **BODY** : The body varies according to the report. Basically It answers the questions as who? why? Where? When? How? In an investigative report it would consist of all the information required to convince the reader that the conclusions and the recommendations are valid/ reliable. This information must be presented in a systematic way.
6. **CONCLUSION**: The conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest actions. Conclusions should be free from speculations, have no new thoughts or references introduced and contain no further discussions of points raised.
7. **RECOMMENDATIONS**: The recommendations should follow naturally from the conclusions. They should be offered in descending order of importance and may be in point from when several recommendations are being made.
8. **REFERENCES**: The list of References is an accurate listing, in strict alphabetical order of all the sources referred to.
9. **APPENDIX/APPENDICES**: The appendix/appendices contain important data, explanatory and illustrative material not included in the text.

Analytical Reports

The other category of report is an **analytical report**. In this report type, information is researched and collected, then the report provides an analysis that leads to one or more recommendations. For example, consider a report that helps a company determine where to open a new store. The report might look at three properties with respect to road traffic, cost of the land, and adjoining stores, and then recommend the best site from the alternatives.

Informational Reports

An **informational report** provides a summary of information and data found on a particular topic. One such report is the expense report: this report is a set of information that is used to request allocation of funds. The format is strictly pre-determined and it is often completed at the end of a business trip.

EXAMPLES

By 2050, India will be amongst the countries which will face acute water shortage. You are highly alarmed and terrified of the future world without water. So, write an article on "Save water- are we doing enough?" for the local daily in 150-200 words.

SAVE WATER – ARE WE DOING ENOUGH? – **Heading**

(By – XXX) – **Byline**

Paragraph 1 –

Many people are living with less water than they need, whether in the world's most prosperous cities or in its bountiful agricultural heartlands. Droughts have also become more frequent, more severe, and affecting more people around the world. As many as four billion people already live in regions that experience severe water stress for at least one month of the year. With populations rising, these stresses will only mount.

Paragraph 2 –

Water is a precious gift of God on earth. Life exists on earth because of the availability of water. Itself being tasteless, odorless, and colorless, it adds taste, color, and nice smell to the life of living beings on the Earth.

Paragraph 3 –

There are different methods that we can follow to save clean drinking water and deal with water scarcity. Rainwater harvesting is one of the most effective and suitable methods among save water techniques.

Conclusion –

Aforestation is also a good method as it reduces surface runoff and recharges the groundwater. It promotes underground water conservation. By practicing such methods, we can conserve more water naturally and ensure the availability of it for future generations. We should take a pledge

and make it a lifelong motto to preserve water because, “If you conserve water, it means you conserve life.”

For various types of business reports templates(formats) refer to the link given:

<https://venngage.com/blog/business-report-templates/>