1.1 Agenda

• What is a Report?
• Significance of Reports.
• Definition and Characteristics.
• Types of Reports.
• Structure of Reports.

1.2 What is a Report?

• The word Report, comes from Reportare, which means to carry back.
• Description of an event where you are not present.

1.3 Significance of Reports

In any profession 70% – 80% of time we spent in reading / writing / interpreting / preparing a report.

1.4 Definition and Characteristics

Definition 1.1. A formal communication written for a specific purpose it includes a description of a procedure followed by collection of collection and analysis of data, significance, conclusion and then recommendation if required.

"A report is like a bathing suit, It covers everything that has to be covered but nothing more"
1.5 Types of Reports

Types of Reports

- Oral
  - Face to face communication cannot be reproduced
- Written
  - More accurate and permanent
  - Can be referred back
- Informal
  - Can be referred back

1.6 Structure of Reports

Report can be divided into three major parts and total of 17 elements

- Preliminary Parts 1.6.1 – 1.6.8
- Main text 1.6.9 – 1.6.12
- Supplementary Parts 1.6.13 – 1.6.17

1.6.1 Cover

- Carries: Title, Author’s name, submission date, classification
- You can use heavy paper or light cardboard.
- Light coloured preferred.
- Protect the mainscript from damage.

1.6.2 Title Page

Contains detailed information: full title & subtitle, name and address of author, name of authority, contract//project no., Approvals, distribution list, date.
1.6.3 Copyright Notice

Sometimes mistreated as "Right to copy".

Example: ©1964 Alan Warner

1.6.4 Acknowledgement

Name of persons or organisations that helped you in producing the report. Indicate copyright permission also.

1.6.5 Authorization letter

Write authorization letter requesting the preparation of report. Specific problem, scope, duration, budget, restrictions, specific instructions, deadline.

1.6.6 Table of contents

- Outline, coverage, sequence and significance of information in the report.
- Required for more than 10 pages.
- Present bird’s eye view
- Reader can identify a specific topic easily.

1.6.7 List of illustrations

Includes all figures and tables & separate list for figure and tables.

1.6.8 Synopsis or executive summary

Abstract of the report, tells in concentrated form what the report is about.

1.6.9 Introduction

Offers a good starting point, say what the report is about. It sets the scene and prepared reader to follow and comprehend the information it includes. The following includes the following Historical survey.

- Scope of study, specifying its limitations and relevance.
- Method of collecting data and their resources.
- Definitions of special terms and symbols.
1.6.10 Body (Discussion or description)

• Present data in organised form
• If the data is too numerous give it in appendix
• Use of footnotes or parenthetical statements
• Generally the backward order is used.

1.6.11 Conclusions

• Summarise the main idea.
• highlight recommendation.
• All conclusions must be from the report.
• Nothing new should be included.

1.6.12 Recommendations

Suggested future course of action, give only if expected to do or the nature of the reports demands it.

1.6.13 Appendix

Decided on two factors:

1. Whether it contains the theme and form the integral part of report.
2. Whether it intrupts the train of reader’s thought if included in the main body.
   • Referred to in the text.
   • Must be labelled.

1.6.14 List of references


1.6.15 Bibliography


1.6.16 Glossary

List of technical word in the report and their explaination.
1.6.17 Index

Entries in the alphabetical order and cross referenced. All page numbers should be mentioned.

1.7 Summary

We have discussed the following points

- Significance of a report in daily life.
- Different types of reports.
- Structure and various elements of a formal report.

References