

Report writing

Definition of report writing:

A report is written to give an account of daily activities taking place in an organization.

A report is a short, sharp, concise document which is written for a particular purpose and audience to record the workings of the organisation.

It is an orderly, objective and factual paper, it's a well-structured document for the daily activities of any organisation.

It provide details about the daily activities of the organization, a situation or a problem and its analyses, often making recommendations for future action.

Purpose of Report writing:

- A description of a sequence of events or a situation;
- Interpretation of the significance of these events or situation,
- Analysis and evaluation of the facts/ data or the results of your research;
- Discussion of the likely outcomes of future courses of action;
- Providing feedback and recommendations as to a course of action; and
- Conclusions.

A report is designed to lead people through the information in a structured way, but also to enable them to find the information that they want quickly and easily.

Elements of Report Writing

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:**

It is just the summary writing learnt in English class during school days, where you were asked to read a story or passage and write a summary, including the important takeaways.

This section presents a brief overview of the report's contents. Key points of the report are included .

But why is it important to write an executive summary at the start of the report?
Because:

- The summary will help readers to better understand the purpose,
- key points,
- highlighting the idea
- evidence can help in understanding the whole report .
- readers who are in a hurry can read the summary for a preview of the report

Here are some specifics that will help in writing a clear and concise summary:

- Include the information, idea and purpose of your report and emphasize conclusions or recommendations.
- Include only the essentials or the most significant information to support your theories.
- Explain in short about the methods used for explanations.
- Emphasize conclusions or recommendations.
- Follow the same sequence of information that you 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 you 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 you 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 methods used and the recommendations.
- It explains the conclusions.

It presents:

- Logical analysis, facts and statistics to support your arguments.
- If needed, divide the information under appropriate headings and subheadings to improving readability and ease of understanding.
- Explain your points and back up your claims with strong and evaluated evidence.
- Give contrasts and examples to support your points
- Connect your theory with real-life scenarios or anecdotes

- **Recommendations :**

- State the action needed to resolve the issue, or solve the problems.
- Recommend easy and working solutions
- And stick to your objectives

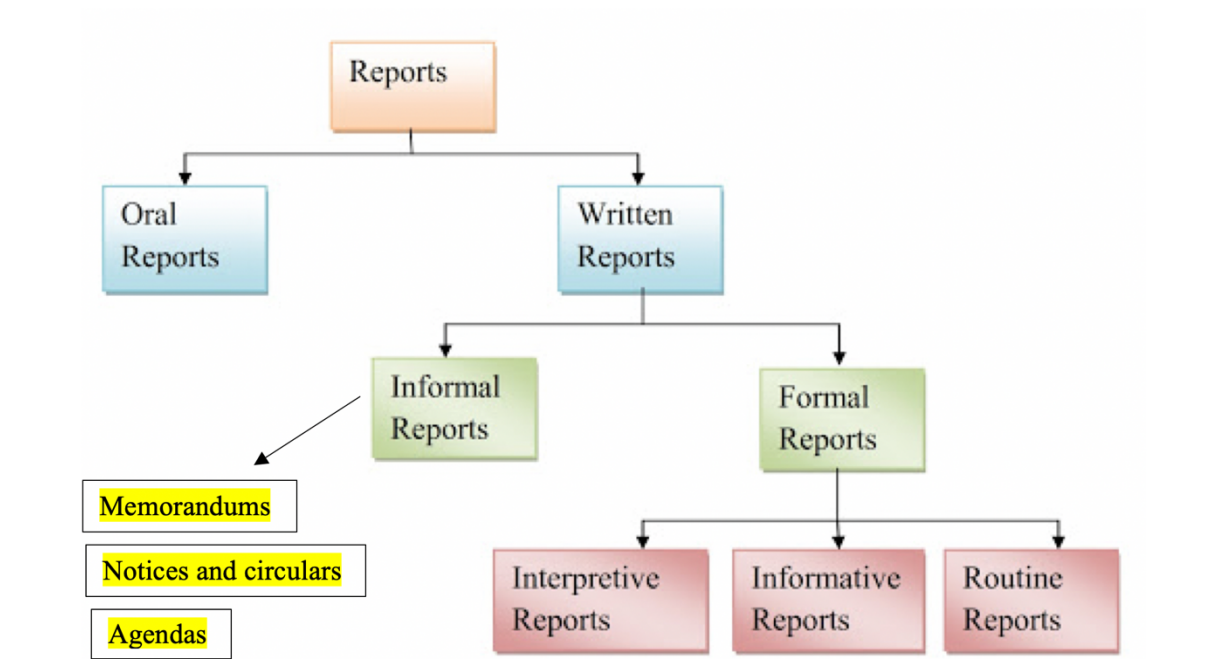
- **Conclusion:**

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 your report is based on.
 - Conclude on the basis of purpose and objectives that you have mentioned in the introduction.
 - Keep the conclusion brief and specific.
- Secondary conclusion:
 - It is the result of writing this report
 - The issue or the problem should be solved at the end



Types of report writing



Informal reports

Memorandums

A memorandum, more commonly known as a *memo*, is a short message or record used for internal [communication](#) in a business.

- Memos can be used to quickly communicate with a wide audience
- It is written in brief about some important discussions like, procedural changes, price increases, policy additions, meeting schedules, reminders for teams, or summaries of agreement terms, for example.
- It is an internal and informal report
- Effective memo is short, [concise](#), highly organized,
- It should anticipate and answer all questions that a reader might have.
- Be clear, be focused, yet complete

Format of memorandum:

To: Trade Show Team

From: C.C. Jones, Marketing Supervisor

Date: July 10, 2018

Subject: Trade Show Return Meeting

Format of Memo Reports

MEMORANDUM	
TO :	
FROM :	
DATE :	
SUBJECT:	
<hr/> <hr/> <hr/>	
Copies to:	Signature

Memorandum	
To :	_____
From :	_____
Date :	_____
Subject:	_____
Body of the Memo containing the details _____	

MEMORANDUM

TO: J.C. Crewe, NIH Small Instrumentation Program

FROM: D. Mars
Department of Mechanical Engineering
Room 3-250, MIT
Ext. 617-996-2828

DATE: January 16, 1992

SUBJECT: Request for an Image Digitizing System to Support
Ongoing Research (\$10,900)

This request for \$10,000 is for a picture digitizing system and plug-in board for a PC clone, and for an Ethernet board and software. The systems directly serve two NIH grants and indirectly serve other users in the XYZ community through the ability to transfer these images over the campus network. Granting this request will enable their projects to achieve a solid technological base for image analysis.

Problem

Our research has become increasingly dependent upon image analysis to extract quantitative data from pictures taken through microscopes. This requirement has been the focus of a substantial effort over the past six years to develop algorithms for analyzing

Memo headings

Subject detail

Summary

Background

MEMORANDUM

DATE: November 17, 2018

TO: All Employees

FROM: Emma Johnson, VP, Marketing Department

SUBJECT: Facilities Update

I'm writing to inform you that, over the next few weeks, our kitchen area will be under construction as we re-model.

As our company continues to grow, we feel it necessary to provide more communal dining space, and we are grateful to our facilities team for their hard work in making that happen.

If you have questions or concerns regarding the re-model, you can access the full report [here](#). In the meantime, we are sorry for the inconvenience.

In between the weeks of December 1 - December 31, please use the kitchen on the second floor if you need a microwave. We will also keep that kitchen stocked per usual with snacks and soda.

Thank you for your cooperation.

NOTICE WRITING

What is a Notice

- A notice is a formal means of communication.
- The purpose of a notice is to announce or display information to a specific group of people.
- Notices are generally meant to be pinned up on specific display boards either in schools/ educational institutions or in public places.
- Notices issued by the government appear in newspapers.

CONTENTS OF A NOTICE

Always write a notice in a box.

- Name of the organization, institution or Office issuing it.
- Date of issuing of a particular notice.
- The heading 'Notice' to make it very clear.
- A suitable description/eye-catching caption or heading to hold the immediate attention of the reader.
- Purpose for which it has been written like calling a meeting, drawing attention, making an appeal or informing general public about some issue of concern etc.
- Details of schedule i.e. date , time, venue, programme, duration etc.

Notice Writing

Delhi Public School, New Delhi
Notice

Date: 18 Feb 2014

Meeting of Science Society

On the occasion of National Science and Technology Day, the school has decided to organize a fair. All office bearers are requested to attend a meeting

in the **School Library**
on **20 Feb 2014** at **10 am**

to discuss the arrangements for the fair.

— *Vikram* (*Signature*)

VIKRAM SINGH

(Secretary, Science Society)

**NOTICE OF SCHEDULED
MAINTENANCE**

Valued Patrons,

Please note that we will be experiencing server downtime on the 25th November 2013 from 18h30 until 23h00 due to routine maintenance.

Our website and mobile application will not be available during this time.

We apologise in advance for any inconvenience that may be caused.

**Kind Regards,
World of Sport Management Team**

LV SEHGAL ENGLISH SCHOOL, ROORKEE

NOTICE

20th April, 20XX

Student Exchange Programme

The school has planned a student exchange programme wherein students of Lenin Memorial High School, Russia would be attending classes in our school. The programme will be conducted from 15th to 20th May, 20XX. The visitors will stay with our students at their homes. Interested students may contact the undersigned.

Geeta Gangwani
Co-ordinator
Senior Secondary section

or



Notice to Vacate Land/House

Mr. Landlord Landlord address here City State, Zip Code 123-456-7890	Mr. Tenant Tenant address here City State, Zip Code 123-456-7890
--	--

Dear Mr. Tenant,

As per the terms of the lease agreement, you are required to pay the rent on or before the 03rd of every month. However, you have defaulted in paying the rent for the rental property located at (mention the complete address of the rental property).

You have failed to pay the rent for the month of June and July, which brings your arrears to \$ _____, which include late charges of \$ _____ for each month of nonpayment.

You are thus, being asked to vacate the rental property within the next 30 days. A Landlord & Tenant Complaint shall be filed against you in case you do not move out of the rental property by the end of the notice period. As mentioned in the lease agreement, in case of eviction proceeding, the cost of such proceedings and the attorney fee shall be borne by the tenant.

Sincerely,

Landlord's Name

Template By: OfficeTemplatesOnline.com

Agendas

Definition of Agenda:

The agenda is the **preplanning of a meeting which includes** ; a list of topics for discussions, issues to be discussed in the meeting, a sequence of planned activities list of participating members etc. which is shared with meeting attendees.

- The simplest agendas are formatted as a short bulleted list.
- More complicated agendas may include detailed topic descriptions, including the expected outcomes for each item and reference material, such as reports and proposals for review prior to the meeting.
- Formal agendas will also include timing and presenter information for each agenda item.

Format of Agenda

Meeting Agenda

Date: Feb 22, 2024 **Time:** 9:00 am **Location:** Room 42

Topic 1: Title of First Topic

- Discussion point list with bullets
- Second talking point
- Third talking point

Topic 2: Title of Second Topic

1. Discussion point list with numbers
2. Second talking point
3. Third talking point

Topic 3: Title of Third Topic

- A. Discussion point list with letters
- B. Second talking point
- C. Third talking point

Topic 4: Title of Fourth Topic

- I. Discussion point with roman numerals
- II. Second talking point
- III. Third talking point

Notes and Action Items

Meeting Agenda

Objective:

Date: [01/01/2000]

Time: 6:00 AM

Call-In Number: [List number]

Called By: [Name]

Timekeeper: [Name]

Attendees: [List Names]

Location: [Enter Room Number]

Meeting Type:[Type of Meeting]

Call-In Code: [Enter code]

Facilitator: [Name]

Note Taker: [Name]

Agenda Items:

1. Minutes of the previous meeting
2. Business arising from previous minutes
 - Insert known items
3. Correspondence
 - May be listed here and/or summarised in advance of the meeting
4. Business arising from correspondence
5. Reports
 - E.g. Treasurer's monthly report, President's report
6. Election of new members
 - As required
7. Subcommittee reports
8. Election of Office Bearers
 - Generally at the AGM
9. Guest Speaker
 - As required
10. Motions on Notice
 - To be received by the Secretary in writing prior to the meeting
11. General Business
12. Notices of Motions
 - For discussion at the next meeting
13. Next Meeting
 - Date, time, venue, attendees, apologies
14. Meeting Close

Please RSVP to the Secretary by insert RSVP date and contact details:

Formal reports, Structure of formal reports

In a formal report there are three major sections.

1. The **front part** includes sections that come prior to the report itself to establish various items such as authority of the report and intended audience.
2. The **body** of the report has many sections of key information and possible analysis. It is the meat of the report.
3. The **back matter** contains sections of material that support the body.

Structure of a formal report

Front Section	Title Page Letter of Transmittal Table of Contents
Main Section	Summary Introduction Discussion of Findings Conclusions and Recommendations
Back Section	References Appendix

Introductory Parts

1. Cover
2. Title Page
3. Letter of Authorization
4. Copyright Notice
5. Letter of Transmittal
6. Acknowledgement
7. Table of Contents
8. List of Illustrations
9. Abstract or Executive Summary

Body of the Report

1. Introduction
2. Discussion or Major Findings
3. Conclusions
4. Recommendations

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Body of the Report

1. Appendices
2. List of References
3. Bibliography
4. Glossary
5. Index

Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the 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 (i.e. what question or problem is it addressing?)
- 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 centred heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

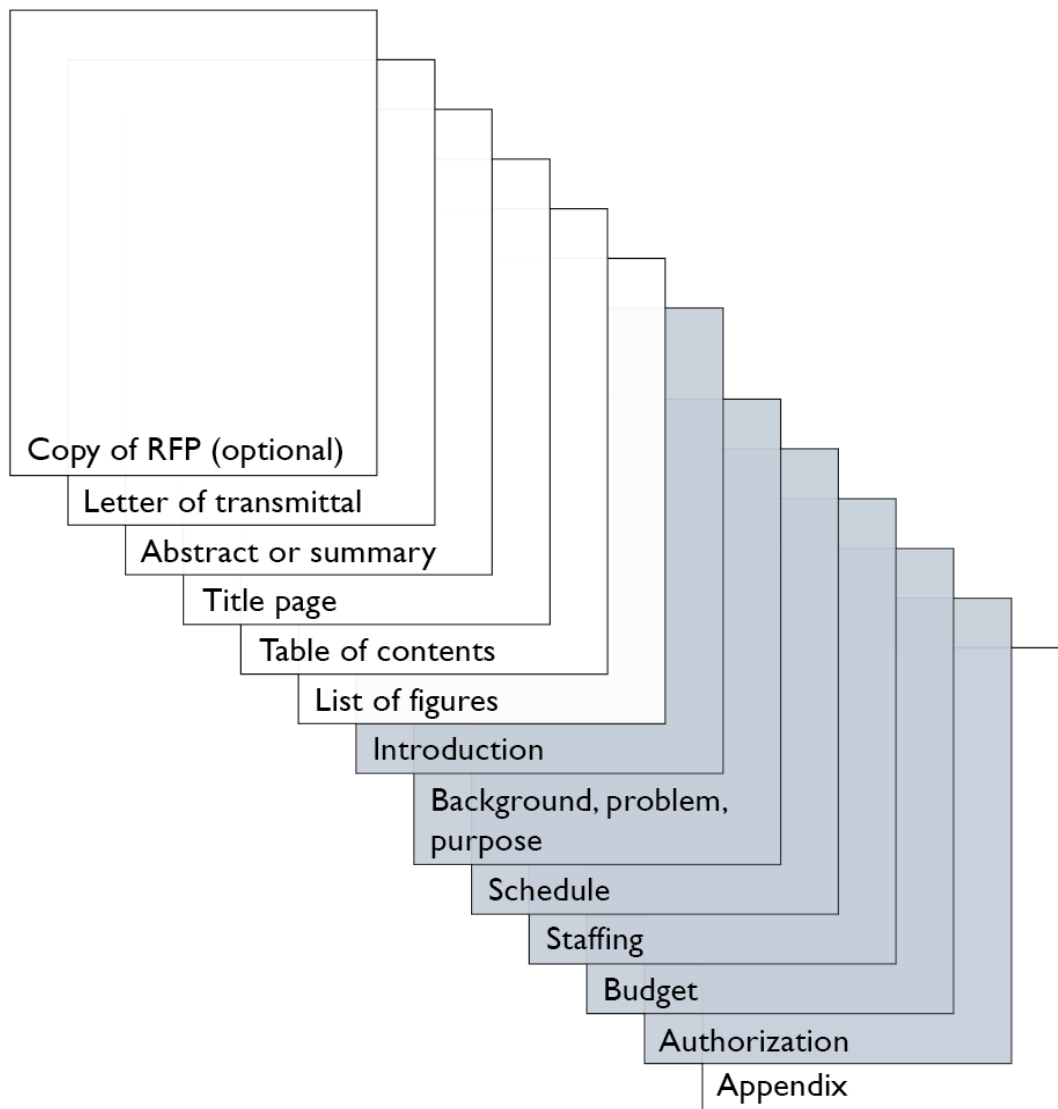
3. TABLE OF CONTENTS — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any 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 authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

5. BODY — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and 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 action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.



Front Sections of a Report

- Transmittal letter
- Cover page and Title Page
- Table of Contents
- Executive Summary
-

A transmittal letter

- A transmittal letter is sent to the company or business leader who requested the report. This letter can be printed or it can be sent as an email.
- This letter can be used in both informational and analytical reports.
- This letter describes the need for the report and the date of report completion. The letter includes the background of the project, a reference to the **problem analysis**, and outlines the procedure used to determine the recommendations presented.
- This letter should be formatted as a standard business letter

Here is a sample transmittal letter, than can be adjusted to the situation.

June 25, 2015

Dr. David McMurrey, Chairman
Energy Experts of Austin
2000 W 29th Street
Austin, TX 78705

Dear Dr. McMurrey:

Attached is the report you requested, entitled *Energy-Efficient Guide: Employing Energy-Efficient Building Strategies in a Residential Home*.

This report is an analysis of a recent study conducted in Ann Arbor, Michigan, on the effectiveness of employing energy-efficient building strategies to minimize energy consumption and costs in a residential home. Using software technologies, the home was modeled to create two scenarios: an energy-efficient home and a standard home. This report details how the study found the energy-efficient home to be both cost efficient and effective at decreasing energy consumption. Such advances might prove to b the catalyst that the housing market needs to spur builders into a new era of home construction.

Thorson James, our solar engineer, carefully double-checked all the technical details in the report. Cherie Sorenson, our technical editor, was of great help in putting the final report together.

I hope this report meets your needs, generated future studies, and educates the public about the environmentally friendly options available in home building today. If you have any further questions, please feel free to contact me at RLMiller@EBA.com.

Sincerely yours,

Gwen L Miller, Vice-President
Environmental Building Associates, Inc.

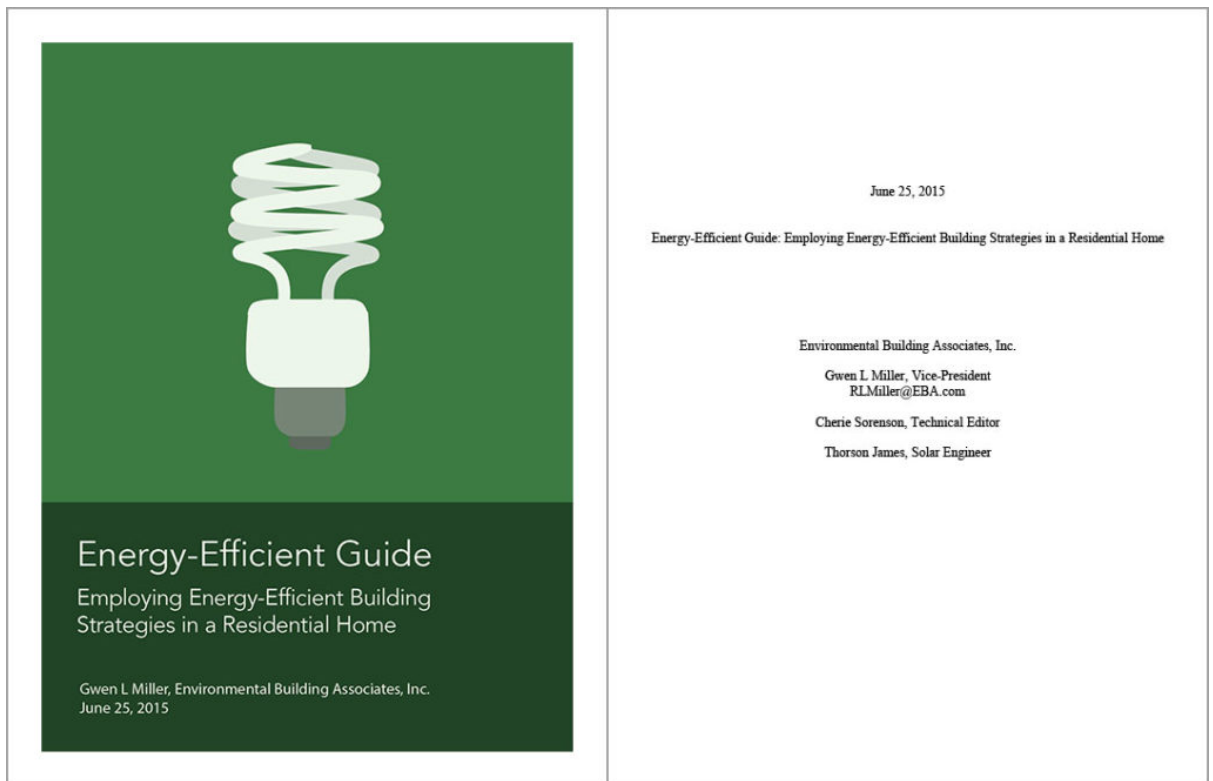
Encl. Energy-Efficient Guide: Employing Energy-Efficient Building Strategies in a Residential Home

Cover Page and or Title Page

Almost all formal reports have a Cover or Title Page, perhaps both. These two pages are used in nearly identical ways, yet some report types or organizations require both with a slight modification to the page's purpose.

A cover page is a very simple, precise, brief way to introduce your report to the reader. This should contain:

- A specific title in large font
- Company name
- Name of the author(s)
- Date of the report
- Relevant picture
- Publishers name



Cover Page

Title Page

Table of Contents

Typically this is one of the last sections of the document to be created, since it relies on the body of the report to be generated. This may be used in either informational or analytical reports.

Contents

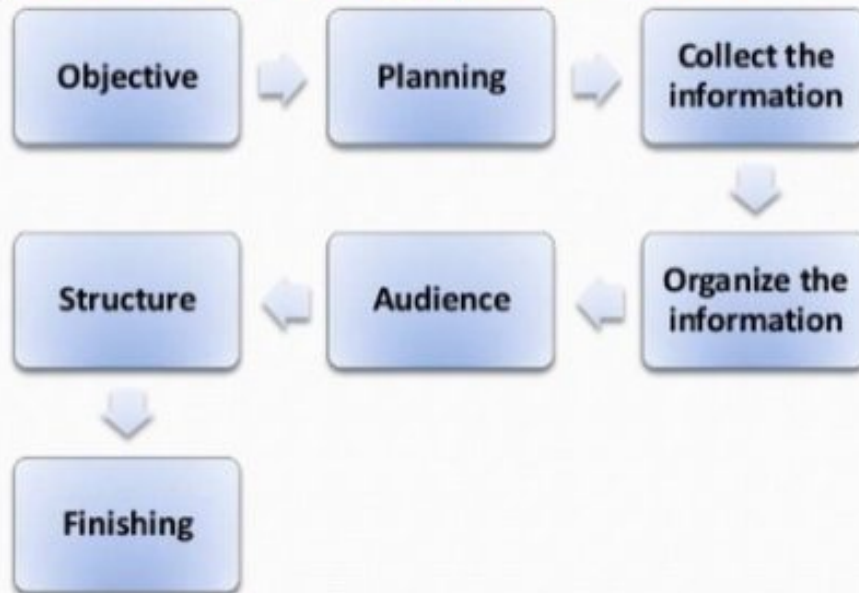
EXECUTIVE SUMMARY	ii
LIST OF FIGURES AND TABLES	iv
1.0 INTRODUCTION	1
2.0 MECHANISMS OF THE GREENHOUSE EFFECT	2
2.1 Functional Units of the House.	2
2.2 Standard Home (SH)	2
2.2.1 Modeling	3
2.2.2 Materials	3
2.3 Energy Efficient Home	3
2.3.1 Modeling	3
2.3.2 Energy-efficient strategies	4
2.4 Energy Consumption Determination	5
2.4.1 Heating and cooling systems	5
2.4.2 Electrical systems	6
3.0 CONSUMPTION COMPARISONS	6
3.1 Gas Consumption	6
3.2 Electricity Consumption	7
4.0 COST ANALYSIS	8
4.1 Determination of Cost	8
4.1.1 Construction	8
4.1.2 Energy costs	9
Accumulated Cost Analysis	10
5.0 RANKING OF ENERGY-EFFICIENT STRATEGIES	11
6.0 CONCLUSIONS	12
REFERENCES	14
Information Sources	15

Executive Summary

An executive summary is just as the name says: it summarizes all the materials that follow in the report. This section is different from an introduction as it summarizes the entire report, rather than simply introducing it or laying out the structure for the reader. A good way to approach the executive summary is to write it as if the executive or decision maker will *only* read this section, even though that's unlikely to be the case. This section is found in longer reports and is less likely to be found in a shorter report. It can also be used in both informational and analytical reports.

Executive summaries should be written **after** the entire report is completed. This allows the summary to be both comprehensive and well structured.

Report writing process



Types of formal reports

Informational reports provide data, facts, feedback, and other types of **information** without analysis or recommendations. They provide data “as it is” not “as it should be”.

Interpretative reports are also known as recommendation or **analytical reports**. They assess the data and provide rational findings and worthwhile recommendations. They provide data “as it should be”.

Routine reports are daily activity reports submitted at a regular intervals, like weekly, monthly or annually. Data can also be accessed in printed forms with check marks for entry.

informational report

- **An informational report** contains facts, presenting facts as it is, not it should be.
- The writer does not include his /her opinions, nor does he/she offer his/her conclusions or recommendations. Examples are a foreman's weekly report of production in his section, a salesman's expense sheet, or a management consultant's report on employees' daily work habits.
- Such reports are useful for their facts alone, though they may later be used – perhaps with other reports – as the basis for decisions by the managements to which they are submitted.

Informative and Interpretative

- ❖ **On the basis of function:**
- ❖ **Informative Reports:** These reports present facts about certain given activity in detail without any note or suggestions. Ex: A vice-chancellor asking about the number of candidates appearing at a particular examination.
- ❖ **Interpretative Reports:** It analyzes the facts, draws conclusions and makes recommendations. Ex: A company chairman may ask for a report on falling trends in sale in a particular area. He will in this case be naturally interested in knowing all the details including that of opinion of any of the investigator.

Informational	Analytical
<p>Characteristics</p> <ul style="list-style-type: none"> ✓ Provides facts, data, feedback and other types of information ✗ Does not analyze or interpret information ✗ Does not provide recommendations 	<p>Characteristics</p> <ul style="list-style-type: none"> ✓ Provides facts, data, feedback and other types of information ✓ Does analyze and interpret information ✓ Does provide recommendations

Types of proposals

- **Internal proposal:** If you write a proposal to someone **within your organization**, it is an *internal* proposal. With internal proposals, you may not have to include certain sections (such as qualifications), or you may not have to include as much information in them.
- **External proposal:** is one written from **one separate, independent organization** or individual to another such entity.
- **Solicited proposal:** If a proposal is solicited, the recipient of the proposal in some way requested the proposal. **Typically, a company will send out requests for proposals** (public announcements requesting proposals for a specific project) through the mail or publish them in some news source.
- **Unsolicited proposals:** are those in which the recipient has not requested proposals. With unsolicited proposals, **you sometimes must convince the recipient that a problem** or need exists before you can begin the main part of the proposal.

What Is a Proposal Writing?

A Proposal is a form of persuasive writing; it is a formal document which provides the **scheme or plan to execute the ideas**

- every element of proposal should be structured and tailored to maximize its persuasive impact."
- a proposal offers a **solution to a problem** or
- **it provides a course of action in response to a need.**
- It is technical writing.

Common Types of Business Proposals

The most common types of proposals are:

Internal Proposal

An internal proposal or justification report is composed for readers within the writer's department, division, or company and is generally short in the form of a memo with the intention of solving an immediate problem.

External Proposal

External proposals, on the other hand, are designed to show how one organization can meet the needs of another. They may be either **solicited**, meaning **in response to a request**, or **unsolicited**, meaning without any assurance that the proposal will even be considered.

Solicited Proposals,

These are invited proposals by any firm or government organisation or NGO's, it is written at a request of some agency. Advertisements are given to initiate and select the best proposals. They may be asked for written Request for Proposals (RFP)

Unsolicited Proposals

These are uninvited proposals which are not asked by any firm or organisational institutional but are executed by personal interest, own ideas and own grants/funds.it is to expand the business ideas.

Sales Proposal

a sales proposal must offer a detailed description of the work the writer proposes to do and can be used as a marketing tool to entice potential buyers.

Grant Proposal

a grant proposal is a document or an application completed in response to a call for proposals issued by a grant-making agency. The two main components of a grant proposal are

- a formal application for funding and
- a detailed report on what activities the grant will support if funded.

Structure of a Business Proposal

Business proposals are somewhat similar to [business plans](#), in that they outline [your business's mission and vision](#) and provide concrete steps towards your goals. The proposals may be formal and informal, but they tend to follow one type of structure and should be tailored to your product and your customer's needs

If you find yourself writing an informal business proposal, you can skip the research-exhaustive steps outlined below and simply stick with a comprehensive overview of your

points without necessarily backing them up with research. If your task is to write a formal business proposal, you can omit or adjust certain parts, but you need to include a lot of research.

Sections of a Typical Business Plan

1. Title Page
2. Table of Contents
3. Executive Summary
4. Statement of the Problem/Customer's Needs
5. Proposed Solution (With Methodology)
6. Your Bios and Qualifications
7. Pricing
8. Terms and Conditions

Suggestions for a Successful Proposal

- Proofread your writing multiple times and even have someone else read it for you.
- Your executive summary should be extremely strong. Think of it as an extended "elevator pitch," where every sentence and every word are loaded with meaning.
- Make sure you show that you understand and restate your audience's needs accurately and completely.
- Sell your project on logical and systematic explanations. Be clear about the steps of your methodology and align your solution and your overall mission with your audience's values.

Difference Between Solicited and Unsolicited Proposals

1. A solicited proposal is an invited proposal. An invitation is given to the company to put up the proposal. A solicited proposal is when any government agency, non-government agency or customer asks for a proposal. They may ask verbally or they may issue a written **Request for Proposals** (RFP).

An unsolicited proposal is an uninvited proposal where the company sends a proposal without being asked by the customer. Company wants to sell their ideas/products or expand business or take some action on their own.

2. Solicited proposals are usually sent to customers who issue an RFP. When a govt./customer wants something they often write down a description and issue it as an RFP. An RFP may require an extensive description of the approach or offering, as well as its price.


A solicited proposal provides you with a description of what the govt/customer wants, such as, formatting instructions, evaluation criteria, pricing etc. the writer has to provide suggestions according to the needs of the government.

An unsolicited proposal is sent to a customer who has not requested it. Unsolicited proposals must be especially convincing since the customer has not anticipated, planned, or budgeted for the proposal. A proposal should take into consideration the customer's specific environment, needs, and concerns.



Proposals

- Proposals are divided into two broad category
 1. **Solicited**
 - Request for proposal (RFP) by Government agencies and large companies
 2. **Unsolicited**
 - Individual or organization propose the solution of the problem



Difference Between Solicited and Unsolicited Proposals

- | | |
|---|---|
| <ul style="list-style-type: none">• <u>Solicited</u>:• Customer asks for a proposal.• Provides you with a description of what the customer wants. | <ul style="list-style-type: none">• <u>Unsolicited</u>• You send them a proposal they haven't even asked for.• The customer has not anticipated, planned, or budgeted for the proposal. |
|---|---|