LECTURE 33

REPORT WRITING

BY

DR.GAURAV SANKALP

WHAT IS REPORT

- A REPORT IS A DOCUMENT CONTAINING COMPREHENSIVE INFORMATION ON A SPECIFIC SUBJECT.

- A REPORT IS FORMAL STATEMENT OF THE RESULTS OF AN INVESTIGATION OR OF ANY MATTER ON WHICH DEFINITE INFORMATION IS REQUIRED

- REPORTS ARE DOCUMENTS WHICH PRESENTS SPECIFIC, FOCUSED CONTENT-OFTEN THE RESULT OF AN EXPERIMENT, INVESTIGATION, OR INQUIRY TO A SPECIFIC AUDIENCE.

PURPOSE OF REPORT

1. TO GIVE THE INFORMATION.

2. TO RECORDS EVENTS FOR DECISION MAKING.

3. TO RECOMMEND SPECIFIC ACTION

FIVE STEPS TO PREPARE REPORT

1. DEFINE THE PROBLEM

2. GATHER THE NECESSARY INFORMATION

3. ANALYZE THE INFORMATION

4. ORGANIZE THE INFORMATION

5. WRITE THE REPORT

STRUCTURE OF A REPORT

- TITLE

- TABLE OF CONTENTS

- ABSTRACT

- INTRODUCTION

- LITERATURE REVIEW

- ANALYSIS / INVESTIGATION

- FINDINGS

- DISCUSSION

- CONCLUSION

- SUGGESTION

- LIMITATIONS

- REFERENCE AND APPENDICES

GOOD REPORT CONTAINS

- CLEAR TOPIC

- LUCID LANGUAGE

- PROPER AUDIENCE

- RELEVANT FINDINGS

- PROPER ILLUSTRATIONS

- INDEXING AND REFERENCES

- GRAPHICAL REPRESENTATION

- FREE OF TYPING AND GRAMMATICAL ERRORS

WHY DO REPORTS SOMETIMES FAILS?

- OVER ALL MESSAGES IS NOT CLEAR.

- REPORT IS BADLY STRUCTURED.

- REPORT IS TOO LONG.

- INAPPROPRIATE LANGUAGE FOR INTENDED AUDIENCE.

- REPORT IS BORING, DOES NOT ENGAGE THE READER.

- REPORT IS FULL OF GRAMMATICAL AND SPELLING ERRORS.