

Report Writing

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Parts of a Report

- Front matter
- Title Page
- A formal report usually begins with a title page. It contains the title of the report, the name of person or organization to whom the report is being submitted , the name of the report, writer and the date.

Title Page



A Report on Improving Blast Efficiency

Submitted to

Mr. N.K. Prasad

Submitted by

Mr. P.K. Singh

Date

Dec 3, 2011



- Preface
- The preface is an optional element in a formal report. It introduces the report by mentioning its silent features and scope.



- Letter of transmittal
- It is a brief covering letter from the report writer explaining the causes for writing the report. It may contain the objectives, scope and other highlights of the report. It may also contain an acknowledgements if the report does not include acknowledgement.



- Letter of Transmittal

Date

Dear.....

Sign



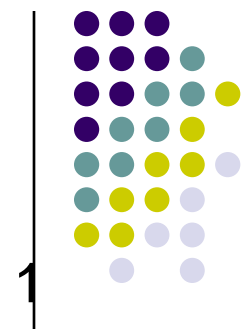
- Acknowledgement
- It contains the name of persons who contributed to the production of the report and made the report possible. It is like a thanks note.



- Table contents
- It provides an overview of the report and shows its organization. This section lists the main headings and the subheadings in the report with page numbers contains a sample table of contents.

Table of Content

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- Lists of illustrations
- The list of illustrations gives systematic information about the tables, graphics, figures and charts used in the report. It is usually included if the illustration is more than ten.



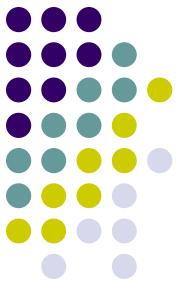
- Main matter
- Abstract or summary
- An abstract or an executive summary summarizes the essential information in the report, focusing on key points and facts, findings, observations, results, conclusions and recommendations.



- Introduction
- Introduces the reader to the report, prepare for discussion, background information, defining aims and objectives, discussing the scope and limitations of the report, helps the readers in understanding and analyzing the report.



- Methodology
- Information may be gathered from the library and archival sources/ internet surfing, interviews, surveys and formal/ informal discussions. It summarizes the methods of data collection, the procedure for investigating, criteria for survey.



- Discussion/ Description/ analysis
- It is the main part of the report. It is presented in an organized form. It focuses on factors and findings of the report and may include an objective description and discussion of the problem, analysis of the situation and findings of an investigation. It contains sections, sub sections, clear headings and sub headings.



- Conclusions
- It conveys the significance and meaning of the report to readers, summary of findings, results and conclusions, implications, inferences.



- End Matter
- Recommendations
- It is based on results and conclusions, propose a course of action to improve a situation or a condition. It may also indicate the need and nature for future work in the concerned area.



- It contains supporting material or data which is kept separately from the main body of the report. It avoids interrupting the line of development of the report.
- Whether the material sustains the theme and forms an essential and integral part of the report.
- Whether it would interrupt the train of the reader's thought if included in the main paragraph.



- References and Bibliography
- References to books , journals, reports, dissertations or published government documents and other sources used in the report. It contains list of materials for further reference.
- Eg: Baker, Sherdon. The Complete Stylist, 3rd ed. New York: Harper, 1984.

Memo Format

Innova Solution Pvt Ltd
Interoffice Memorandum



Date: Feb 3, 2011.

To : Ms Kavita Kashyap
Director Sales

From: Afsan Ali Haider
Chief Training Manager

Subject: Inter ISPL meeting on Telemarketing

Report

Sales Manager from all over India shared their experiences of the use and effectiveness of the TMS in India. To discuss future plan, there were sessions on Sales Training courses at various parts of India. The participants received sets of materials produced by the Corporate training centre.

Eminent trainer Mr. Anup Khandelwal enlightened the participants. The workshop was highly Interactive and participants actively participated in the deliberations. The level of interest and commitment was remarkable.



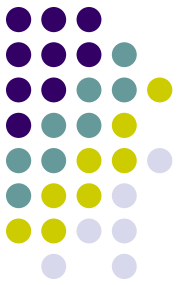
Recommendations:

- Many such interactive meetings are necessary.
- The regional offices should conduct seminar and workshop in TMS.
- The Corporate training centre in Mumbai should be asked to produce similar TMS.

Memo Format

- Report of trouble

Kirloskar India Ltd
16/1, Industrial Sector
Dewas , INDORE(M.P)



April 22, 2013.

To: Mr. Anurag Dewan
Manager Operations

From: Mr. Sandeep Gulati
Manager Production

Report

Sub: Fire destruction in unit IV

April 21,2013. 11:15am.

There has been a fire mishap in the southern sector of unit IV in our factory . The cause of the fire is unknown but according to the eye witnesses it might have been caused due to short circuit in the electrical section of the factory. The Fire Brigade was informed immediately . They took almost 10 minutes to reach the Site. The local police station have also been intimated and FIR has been launched.



17 persons are injured out of which 2 are in critical condition and are admitted in the Hospital. 3 persons have succumbed to the injury. The family members are informed and adequate compensation has been provided to their relief. The amount of damage has been approximately to Rs. 1000000/- . Which includes movable and immovable property of the company. The detailed list is been prepared and will be forwarded to the company in the days ahead. The insurance company has also been informed and their officer visited the site.

Conclusion: The cause of the mishap will be unearthed after detailed investigation. No. of persons injured 17; death 3. Prima facie cause of the accident is short circuit.

Recommendation :

1. Proper ventilation in the factory site.
2. Installation of fire extinguishers in maximum locations.
3. Proper training of the workers to preempt and prevent such mishaps.
4. Mock drills to be conducted regularly.
5. More vigilant maintenance of the factory especially before summer.