

REPORT WRITING

Debendra Bdr. shah

Report writing

- ❖ A business report is an orderly, objective communication of factual information that serves some business purpose.
- ❖ vital for business
- ❖ they handle large quantities of data
- ❖ must organize properly
- ❖ we must keep all its parts related

1. Determining the report purpose

- ❖ Working with report begins with a Problem
- ❖ our first step is to get the problem in the mind
- ❖ it needs information, analysis and recommendation
- ❖ persons with a need will authorize you to do work

2.The Preliminary Investigation

- ❖ first gather all information that you need to understand the problem.
- ❖ gather right information depending on the problem
- ❖ company files, talking with experts on problem, searching through printed sources

3. Clear statement of problem

- ❖ state the problem clearly
- ❖ it can be given in many ways
- ❖ infinitive phrase, question and statement form
- ❖ example;

To determine the causes of sales fall

what are the causes of sales decreasing in the store?

store x sales are decreasing and the management want to know why.

4.Determining the factors

- ❖ must determine the factors of the problems
- ❖ the factors may be the subtopic of the main topic, hypothesis or bases of comparison.

example:

statement of problem; To review the operation of the company x from January to March.

Factors:

- production
- sales
- financial status

5.Hypothesis for the problems

- ❖ It is the possible explanation of the problem
- ❖ For example one can suggest the following hypothesis for the explanation of the decreasing the sales of the store

Problem: why have the sales declined at store A?

Hypothesis: a. activities of the competitors

b.changes in the local economy

c. behaviors of the employees

Organizing the report information

- ❖ organize the fact properly
- ❖ after deciding the arrangement of the fact we have prepare the outline of the report
- ❖ There are three possible patterns

Logical pattern, the direct order and the chronological order

Logical pattern

Introduction

facts

conclusion

recommendation

The Direct order

Recommendation

conclusion

facts

Introduction

The chronological order

- ❖ follows the time pattern
- ❖ findings are arranged in the order in which they happen
- ❖ limited to the problem of an historical nature

Report determination

- ❖ Variation in the report make up
- ❖ we talk about general
- ❖ long and short report
- ❖ there are basically three parts
- ❖ they have subparts also

1. Prefatory parts

- ❖ Title fly
- ❖ Title page
- ❖ letter of authorization
- ❖ letter of transmittal/ preface/forward
- ❖ table of content/list of illustration
- ❖ executive summary

2. Reports parts

- ❖ Introduction
- ❖ finding
- ❖ conclusion

3.Appended Parts

- ❖ Bibliography
- ❖ Appendix
- ❖ index

A.Introduction

Introduction of report attract the readers' attention towards the problem.it helps the readers to understand the problem clearly.several contents come under introduction.

- i. Origin of the report
- ii. purpose
- iii. scope
- iv. limitation
- v. Historical background
- vi. sources and mode of data collection
- vii. definition
- viii. report preview

B.Report finding

- I. Conclusion
- II. summary
- III. recommendation

Appended Parts

- ❖ not obligatory
- ❖ main three parts
 - a. Appendix
 - b. Bibliography
 - c. Index

Appendix

- Contains the information that supports the body of the report
- no logical place within it
- questionnaires, working papers, summary tables etc.

Bibliography

- list of the publication
- if our research work is printed materials and library resources

Index

- guide to the new symbols
- vocabulary items
- any other signs