

Q. Write the structure of a business report.

REPORT: STRUCTURE

A report is said to have three parts, namely:

- a. Front Matter
- b. Main Body
- c. Back Matter

a. Front Matter:

1. **Cover Page:** Title of report, name of writer and date
2. **Title Page:** Title of the report, name of writer and approved by
3. **Copyright notice:** © 2014 by Krishna Engineering College. All rights reserved. This material may not be duplicated for any profit driven enterprise.
4. **Table of Contents:** Lists various sections of the report and page numbers on which that appear. Lists of headings and subheadings into which the content of the report has been organized.
5. **Acknowledgements:** In this section the writer expresses his thanks to those persons who have been helpful to him in the preparation of the report. He will mention the name and designation of those persons.
6. **Summary / Abstract:** Summary or abstract is the shorter version of the report.

b. Main Body:

1. **Introduction:** Purpose of the report, scope of investigation, procedure adopted for investigation, back ground of the project.
2. **Discussion:** This section of the report includes detailed description of the report and also a discussion of the problem in detail.
3. **Conclusion:** Consists of most significant data and ideas of the report.
4. **Recommendations:** This section consists of recommendations and suggestions made by the investigating persons for improvement, but all formal reports does not make a recommendation.

c. Back Matter:

1. **Appendices:** Supplementary information of highly technical nature which cannot be placed in the main body of the report e.g. tables, data, figures etc.
2. **Notes and References:** This section consists of use of actual ideas or words of others using MLA (Modern Language Association) & APA (American Psychology Association) formats.

MLA Format: (Modern Language Association)

After the quotation cite the source of information parenthetically. [Author's Name, Book Name and Page No.],

e.g. [Elson, Post War British Theatre, P.85]

APA Format: (American Psychological Association)

After the quotation cite the source of information parenthetically. [Author's Name, Book Name, Year of Publication and Page No.],

e.g. [Elson, Post War British Theatre, 1981, P.85]

3. **Bibliography:** This section consists of alphabetized list of sources on the final page of the report. These sources may include a list of books, periodicals, interviews etc. and citation of these references is known as bibliography.
4. **Glossary:** This section consists of list of unfamiliar words or uncommon technical terms which are beyond the understanding of a common reader.
5. **Index:** In long reports index includes the words or the technical terms and also different page numbers on which that word appear.

Report Writing:

Simplified format for writing a report:

To _____ Name of Organization / Institution etc. Ref. no. _____

From _____ Date: _____

Subject: _____

Main Body:

- 1) Introduction / Problem – Give an insight of the problem / topic
- 2) Facts/Findings – Points studied, observed, facts surveyed, investigated, problems noticed, work done.
- 3) Discussion/Analysis – Points discussed and analysis done
- 4) Conclusions/Recommendations – opinion of the investigating committee

Example of a Memorandum (Memo) Report

To: Ministry of Commerce and Industry No. 98371-II-2015

From: Ramesh Singh (Under Secretary to GOI) 03 October, 2015

Subject: Shri M K Kapoor's Memorial

In returning the application of Shri M K Kapoor's memorial dated 14 September, 2015, the sender is directed to say that the Government of India absolutely declines to consider an application couched in such an impertinent language.

Shri Kapoor is, however informed that if he desires the matter to be considered by the Government of India, he must alter the tone of his letter and resubmit the same through proper channel through the Government of U.P.

-sd-
(Ramesh Singh)
Under Secretary to GOI

A SAMPLE NEWS PAPER REPORT

REPORT TITLE: INDIA LOSES FIRST T20 MATCH

Main Body:

In spite of hurricane innings of 106 runs from just 66 balls by Rohit Sharma, India lost the first match of the T20 series against South Africa by 7 wickets. AB de Villiers and JP Duminy did the bulk of the damage, thrashing Indian Bowlers all over the ground.....

.....

Name: XYZ
Place: Dharmshala
Date: 02 October,
2015

A SAMPLE BLANK FORM REPORT

Proforma for Appraisal Report of a Senior Research Fellow working on a project:

Name:

Designation:

Date of Birth:

Academic Qualification:

Name of the Degree	Year of Passing	Subjects	Division	Percentage

Title of the Project:

Details of Data Collection:

Details of the findings:

Recommendations:

Time taken in the completion of the Project:

Remarks:

I certify that the information given above is correct to the best of my knowledge.

Signature

Q. Write the characteristics of a good report.

Characteristics of a good Report:

A report is used for various purposes by various departments such as industry, government, business or in the projects of science, engineering, medicine, research and space.

The aim of a report is to convey information. This implies that facts should be imparted in direct, straight forward style.

The important features of a good report can be summed up under the following points-

- (i) Brevity – Brevity is the soul of wit', said Shakespeare.
- (ii) Clarity- Use of simple words and sentences.
- (iii) Accuracy – Correctness of expression
- (iv) Based on Facts
- (v) Objectively written (free from personal bias)
- (vi) Logical arrangement of ideas, where one idea leads to another

Q. What points will you bear in mind while writing a report on any topic?

Ans:

Report writing is an art. There are certain points which a report writer must bear in mind while writing a report. Some of which are as following:

- i) At the outset reporter should note the purpose of the report.
- ii) He should also see to whom the report is to be submitted.
- iii) The time limit, within which he will have to prepare the report, should be kept in mind.
- iv) What will be the impact of the report on the business and the businessman should also be kept in mind.
- v) Whether it is a newspaper report or a formal report, the reporter should have in mind the image of report's formal format, which should include the following:
 - a) Title of the report
 - b) Introduction
 - c) Procedure used to find facts
 - d) Findings of the report
 - e) Conclusion or recommendations or suggestions

Q. Differentiate between Summary and Abstract.

- i) Summary and abstract are miniature versions of a report.
- ii) Both summary and abstract contain the main points and basic details of the entire report.
- iii) Broadly speaking, the two terms - Summary and abstract are considered synonyms yet there is a fine difference between a summary and an abstract.
- iv) Summary is little larger than abstract.

- v) Both summary and abstract are short restatements of another document.
- vi) A summary restates major findings, conclusions and support data found in a document.
- vii) An abstract is generally the shorter version of a journal article.
- viii) An abstract is little more concentrated form of a report than the summary.

Kaumudi FOET