Programme:- M.A (JMC)
Subject.

Editing of **Print Media**

Topic:- REPORT WRITING

Faculty:- Dr. Anjani kr. Jha

Programme Objective:- It demonstrates basics of REPORT WRITING.

Programme Outcome:- Through this topic the students know about the basics of REPORT WRITING.

Course Objective:- This paper has been introduced for the basic concept of the REPORT WRITING. The students have to know about basics of the REPORT WRITING.
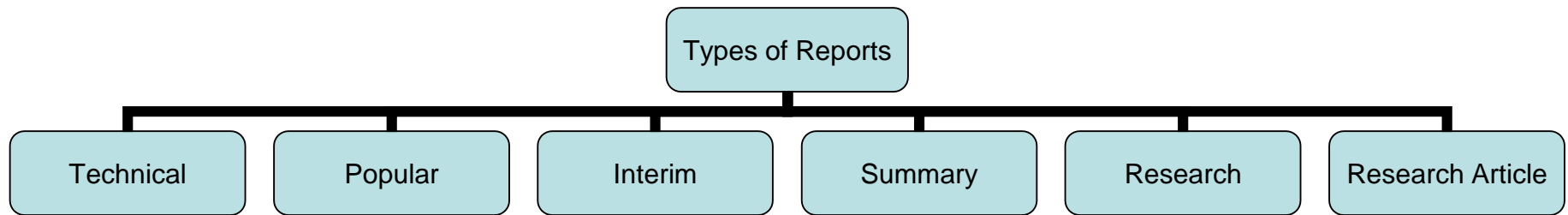
Course Outcome:- The students can apply their knowledge in REPORT WRITING.

Learning Outcome :- The students get immense knowledge about fundamentals of REPORT WRITING.

REPORT WRITING

- Research report is a formal statement of the research process and its results.
- It narrates the
  - Problem studied
  - Methods used for studying it
  - Findings and conclusions of the study
- Purpose
  - To communicate to interested persons the methodology and the results of the study
  - To determine the validity of the conclusion

- Aim:-
  - Not to convince the reader but to convey him what, why and what the outcome

- Features:-
  - It is narrative but authoratative document
  - It presents highly specific information for the designated audience
  - Non persuasive form of communication
  - Presentation is subordinated to the matter being presented
  - Simple readable and accurate form of communication
- Functions:-
  - It serves as a means for the presenting problem studied, methods, techniques.
  - It serves as a basic reference material for the future
  - It is a means for judging quality of completed research project
  - It evaluates researcher's ability and competence to do the research
  - It provides factual base for formulating policies and strategies
  - It provides systematic knowledge on problems.

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│ Types of Reports│
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Technical	Popular	Interim	Summary	Research	Research Article

- # Technical Report:-
  - Comprehensive full report:-
  - For academic community
  - A formal long report covering all the aspects of process
  - Technical appendix for methodological details
  - It uses technical language
  - It follows specific pattern and consist of several section with appropriate headings and paragraphs

- # Popular Report:-
  - Designed for the audience and non technical users
  - Leaders are less concerned with methodological details
  - They are more interested in studying quickly the major findings and conclusions and is interested in applying the findings to decisions

- Organization is very important
- The presentation can be more forceful
- It should be clear, brief and straight forward
- No need to use complicated statistical techniques.
- Pictorial devices can be extensively used

Format for the report:-
- Ist Part
  - Brief introduction to the problem
  - Objectives of the study
  - Abstract of the findings
  - Conclusions and recommendations are presented
- IInd Part
  - Methodological details
  - Data analysis and their decisions
  - More
- More headlines, underlining, pictures and graphs may be used
- Sentences and paragraphs should be short. There can be a liberal use of margins and blank space
- The style may be more journalistic but be precise and it should encourage rapid reading and the quick comprehension

- Interim Report
  - It may contain either the first results of the analysis or the final outcome of the analysis of some aspect/s completely analyzed
  - **<u>Functions:-</u>**
  - It facilitates the sponsoring agency to take action without waiting for the full report
  - It helps to keep alive the agency's interest in the study and prevent misunderstandings about the delay.
  - It serves to spread over a longer period the time consuming process of discussion of research findings and their implications
  - It also enables the researcher to find the appropriate style of reporting
  - It may contains a narration of what has been done so far and what were its outcome.
  - It presents a summary of the findings of that part of analysis which has been completed.

- Summary Report
  - It is generally prepared for the consumption of the lay audience, viz the general public
  - The preparation of this type of report is desirable for any study whose findings are of general interest
  - It is written in non-technical, simple language with a liberal use of pictorial charts
  - It just contains a brief reference to the objective of the study
  - Its major findings are their implications
  - It is a short report of two or three pages.
  - Its size is so limited as to be suitable for publication in daily newspapers.

- Research Abstract
  - It is a short summary of the technical report
  - It is usually prepared by a doctoral students on the eve of submitting, his thesis
  - Its copies are sent by the University along with the letters of request to the examiners invited to evaluate the thesis.
  - It contains a brief presentation of the statement of the problem
  - The objective of the study, methods and techniques used an overview of the report
  - A brief summary of the results of the study may also be added
  - The abstract is primarily meant for enabling the examiner – invitees to decide whether the study belongs to the area of their specialization and interest.
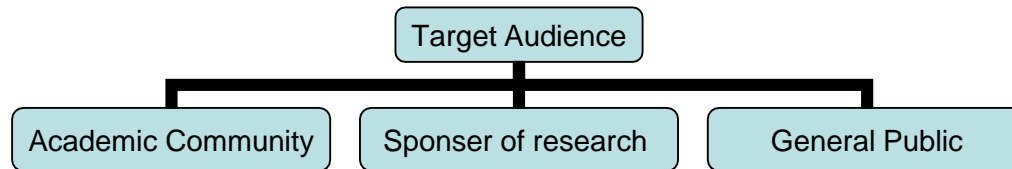
- **Research Article:-**
  - This is designed for publication in a professional journal.
  - If a study has two or more aspects that can be discussed independently, it may be advisable to write separate articles rather than to crowd too many things into a single article.
  - It should be clearly written in concise and unambiguous language.
  - It should be logically organized, progressing from a statement of the problem, purpose of study, analysis of evidence and then to the conclusions and implications. Ex. Professional journal
  - Format:-
    - Introduction
    - Method
    - Results
    - Discussion
    - Conclusion

  - The article must be accompanied by an abstract
  - No footnote is to be used for the purpose of citation

Planning Report Writing

- It contains total 8 steps – 1st Step
  - The Target Audience :-

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              │ Target Audience │
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│ Academic Community│ │Sponser of research│ │ General Public │
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- Academic Community
  - Academic Exercise
  - Monograph
  - To write research article for professional journals

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- <u>Sponsors of Research :- 2 categories</u>
  (a)   Research Promotion Bodies (Financial support)
  (b) Government department, industrial and other organization for its own use in policy making
  - It has to follow certain relevant norms
  - Full fledged technical report
  - Abstract of the report
- General Public:-
  - It is viewed as cross section
  - Reporting is in the form of summary report

2nd Step :-
- The communication characteristics of the Audience

  - Level of knowledge and understanding
  - Gap in knowledge on subject
  - Kind of knowledge
  - Interest
  - Presentation
  - Purpose of the report should be noted

3rd Step :-
- The intended purpose of the Report

  - It determines the type of the report, content and presentation

4th Step:-
- The Type of Report

  - Depending upon the target audience

5th Step:-

- The Scope of the Report

6th Step:-

- The Style of Reporting :-
  - Should be clear
  - Reference to the target audience

7th Step:-

- The Format of the Report:-
  - Prefactory Items
    - Title page
    - Researcher's declaration
    - The certificate of the research supervisor
    - Perface / Acknowledgements
    - Table of contents
    - List of tables
    - List of graphs and charts
    - Abstract or Synopsis

- Body of the report
  - Introduction
    - Theoretical background of the topic
    - Statement of the problem
    - Review of literature
    - The scope of the present study
    - The objectives of the study
    - Hypotheses to be tested
    - Definition of concepts
    - Model, if any

  - The design of the study
    - Methodology
      - Overall Typology
      - Methods of data collection
    - Sources of data
    - Sampling plan
    - Data collection instruments
    - Filed work
    - Data processing and analysis plan
    - An overview of the report
    - Limitations of the study

- Results:- Findings and discussion
- Summary, Conclusions and Recommendations
- Terminal items
- Bibliography
- Appendix
  - Copies of data collection instruments
  - Technical details on sampling plan
  - Complex tables
  - Glossary of new terms used in the report

8th Step:-
- Outline / Table of content:-
  - Preparing outline of the proposed chapter

- Style of outlining:- 2 styles are there
  - Topic outline :-
    - The topic heading, sub topic headings are noted and discussed
    - Denoted by one or two keywords
  - Sentence outline:-
    - Essential ideas to be discussed under each topic
    - It requires more thought and decision

Principles of Report Writing

Organization of the report
- It requires clear organization
- Chapters are divided into two or more sections with proper headings
- Physical presentation is important

Style:-
- It should have formal presentation with objective
- Unbiased investigation
- Accuracy
- Clarity
- Coherence
- Coconsciousness
- Readability

Unclear writings:-
- Avoid jargon words
- Avoid offensive words
- Omit needless words
- Avoid abstract words
- Avoid exaggeration
- Avoid repetition

- Grammar
- Spelling
- Punctuation
- Capitalization
- Voice
- Gender
- Numerical
- Enumeration :- Textual, Tabular
- Quotation:- There are 2 type of forms:- Direct & Indirect
  - Direct quotation:-
    - Any quotation directly quoted must be reproduced exactly in all details.
    - Careful comparison with original sources should be make to check the accuracy
  - Indirect Quotation:-
    - It means paraphrasing a given passage of another writer in our own words
- Documentation :- Footnotes and Bibliography

Writing The Report

- First Draft
- Revision
- Methodological aspects
- Organization and form
- Language and style
- Final stage