

What is Report?

written for a clear purpose



to a particular audience



present specific information and evidence



analysed and applied to a particular problem or issue



present report in structured format

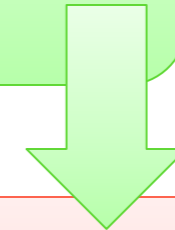


outline the purpose, audience and problem or issue

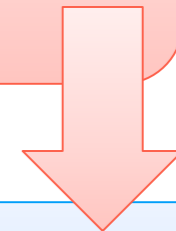


Reasons of Report Writing

reports : written assessment



to find out what you have learned from your reading, research or experience



share experience of skills that is widely used in the work place.



Good Report Characteristics

- presents and analyses facts and evidence
- relevant to the specific problem or issue
- All sources used should be acknowledged and referenced throughout avoid Plagiarism
- The style of writing: linked together in order
- direct and economic use of language.

Good Report Writing: Ability of Researcher

- understand the purpose of the report and linked to its specifications
- gather, evaluate and analyse relevant information
- structure findings material in a logical order
- present report in a consistent manner
- conclusions must be appropriate and supported by the evidence
- make thoughtful, practical and future oriented recommendations that can advance present status of knowledge



Structure of Report

Title

describe the purpose of the report in detail
other details - name, the date and for whom the
report is written

Example

Domestic Violence

Rajeev Kumar

28 April, 2020

Terms of Reference

- brief explanation of who will read the report (audience) why it was written (purpose) and how it was written (methods)
- It may be in the form of a subtitle or a single paragraph.

Summary

The summary is the first thing that is read. It should provide the reader with a clear, helpful overview of the content of the report

- describe the content of the report
- cover the aims of the report
- specify what was found and put recommendations
- avoid detail or discussion
- confined in expressing outline the main points

Table of Contents

- The contents page : list the different chapters and/or headings together with the page numbers
- one can quickly scan the list of headings and locate a particular part of the report
- number may be chapter headings and subheadings in addition to providing page references
- numbering system should be clear and consistent to the last

Acknowledgement

The study or investigation acknowledge the assistance of particular institutions, group of people or people or organisations or who provided information, advice or assisted the study in any form

Abbreviations/ Terms etc.

- an alphabetical list of abbreviations, acronyms, technical terms with a brief, clear description
- follow concerned guidelines or instructions.

Introduction

- The introduction starts leading the main content of the report
- Explain the aims and objectives of the report in detail
- The problems or limitations in the scope of the report should be identified.
- describe research methods
- Explain the parameters of the research
- If study has background history that should be included

Methods/Methodology

- the details of technology, if any, used
- description of procedures followed
- complete relevant information on study materials/documents used, including sources of materials and details of any necessary preparation
- refer difficulties/ problems encountered during study and subsequent changes/ modifications in procedure.

Findings/Results

- a summary of the findings or results of the investigation or experiment together
- describe findings with , if necessary ,diagrams, graphs or tables of gathered data
- findings presentation in a logical way

Description/ Discussion

- main part of the report
- analyse gathered informations/ facts and evidence
- discuss the specific issue, problem or purpose of investigation
- discussion section : divide into section headings, subheadings, points ,grouped and arranged in an order
- logical and discussion with clarity, no ambiguity
- create a clear structure for your material
- Use bullet points
- all sources used should be acknowledged and correctly
- Follow guidelines: Referencing and Bibliographies

Stages of Report Writing

1

• **Objective**

2

• **Gathering information and data collection**

3

• **Filtered and organise collected information or study materials**

4

• **Analyse logically relevant gathered informations**

5

• **Drafting or writing the main first part of report dividing chapters, sections, subsections etc as per requirements**

6

• **Review or rewrite the draft or report**

7

• **After reviewing grammar, order, accuracy etc of final draft or report, prepare its presentation**

Conclusion

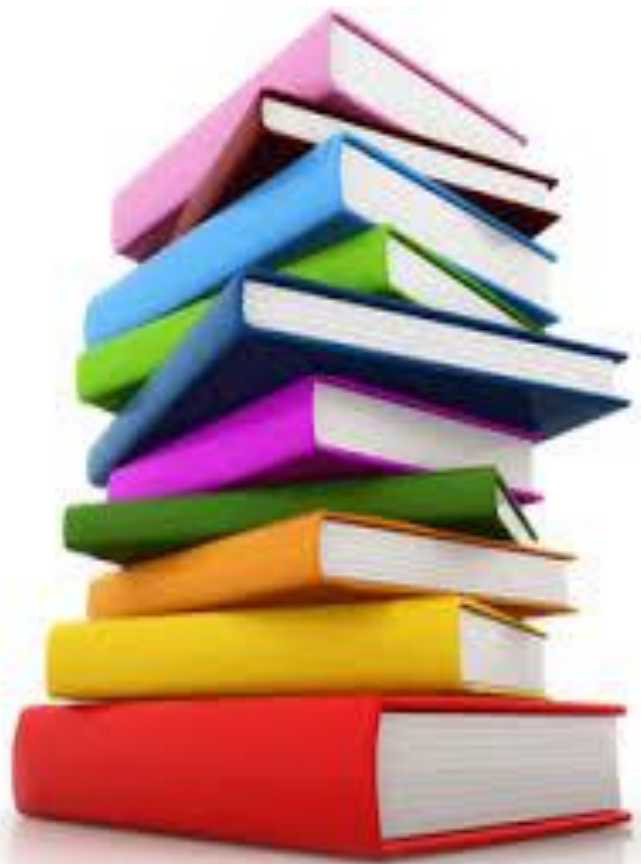
- the significance ,utility and relevance of the study or investigation
- highlight the most important points, issues and findings findings.

Appendices

- documented all the supporting information, published or not published, if published then quote primary resource.
- include tables, graphs, questionnaires, surveys etc.

Bibliography

- in alphabetical order by author, all published sources referred to in the report
 - different styles of using references and bibliographies
 - follow institutional guidelines regarding referencing and bibliographies
 - those non referred but consulted and read documents and resources are put separately and similarly listed in alphabetical order





thank
you

