

REPORT WRITING



Notes

A report is a factual account to present facts about a particular event, topic, or issue. It is written so that people who are unfamiliar with a given subject can find everything they need to know about it. Since a report is factual, it is a description of what has been said, seen, done etc. It contains facts, figures, information, analysis, opinion, suggestions, recommendations, maps, graphs, charts, pictures, statistical tables especially compiled for a particular purpose.

Reports are a vital method of communication. Firms and government offices use reports to objectively communicate information about some aspect of business or certain situations. Students also need to submit reports as part of their assignments.



LEARNING OUTCOMES

After completing this lesson, the learner:

- Identifies the Who, What, When, Where, Why and How in a report;
- Discusses different components of report writing.
- Recognises different styles of report writing for specific audiences;
- Composes reports based on given clues;

25.1 SECTION I: HOW TO WRITE A REPORT

Circumstances:

Reports are written under following circumstances:

- Written at your initiative;

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- Written as a response to other's letter;
- Written regularly or at specific time interval for smooth functioning of an organisation;
- Written to report an incident or happening;
- Provide an account of something.

Purpose:

The main purpose of writing a report is as follows.

- A report is a precise account or description of a specific subject;
- The data in a report is factual and reliable;
- Information is presented in a logical flow;
- As a result, a report helps the reader make crucial decisions.

How to write a report:

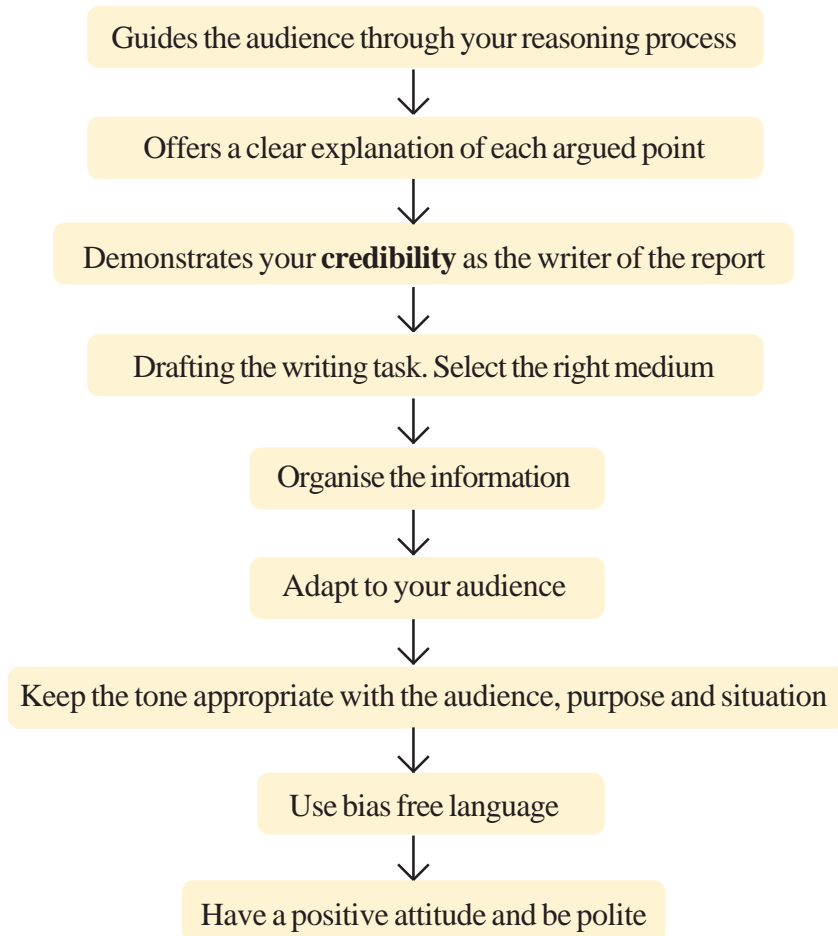
- A report must be comprehensive but brief. All the information must be about the same topic.
- Reporting is the accurate and truthful coverage of an event. Audience should be provided with facts and evidence rather than personal opinions.
- Reports must be set out clearly with a headline, introduction, paragraphs, and images.
- They should be written in a formal tone. It is usually written in third person and indirect speech. Often passive voice is used.
- The language is simple and easy to understand; ornamental language is avoided.

25.1.1 Writing Your Report

To write your report, follow the process given below:

Collection of ideas. Analyse the situation and collect information by researching the topic.

Organizing ideas. It is important to carefully organise your writing as it

*Notes*

- **Credibility:** the quality of being trusted and believed in
- **Conciseness:** the quality of being short and clear

Editing the writing task. Review your written report and evaluate content. Edit for **conciseness** and clarity. Check for errors in spelling and grammar. Ask for peer/teacher feedback.

Rewriting the writing task. Study the feedback and rewrite the report.

Submitting the report.

The way a report is written depends upon two major considerations:

- a) who is going to read it
- b) why is (s) he going to read it



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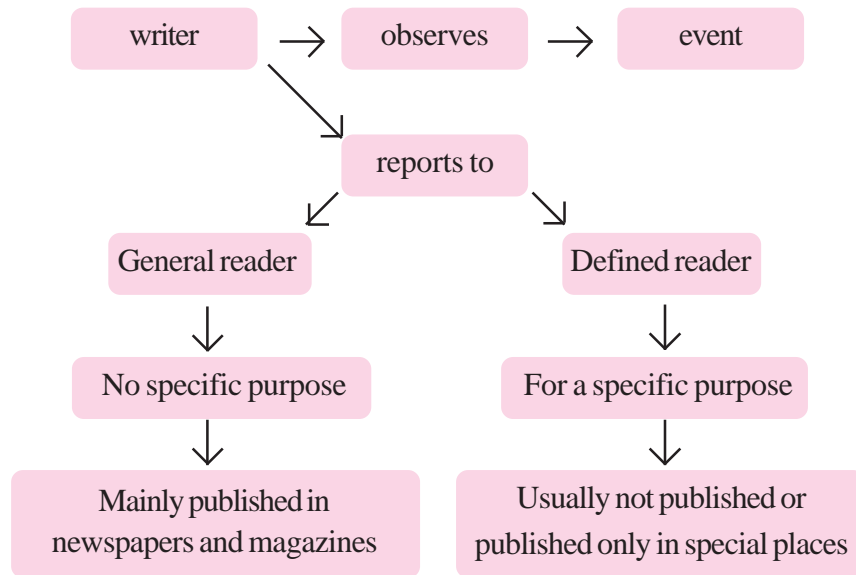


Fig. : 25.1



INTEXT QUESTIONS 25.1

1. What is the purpose of a report?
2. Who is the target audience for a report?
3. How can you ensure clarity and consciousness in your report?

25.2 FORMAT OF A SCHOOL MAGAZINE REPORT/ NEWSLETTER/ NEWSPAPER REPORT

Let us first look at reports that are published. These include

- Report for a School Magazine
- Report for a Newsletter
- Newspaper report

Headline

Every newspaper report has a headline to attract the attention of the reader. The headline must state the topic of the news in a strong, short phrase or statement. Headline must be:

- catchy

- brief - leave out articles, prepositions, etc where possible, use abbreviations/shortened word-forms wherever possible

Byline

Since this is your newspaper report, you need to let the reader know who wrote it. The line with your name on it is called the "By" line because it tells by whom the report is written.

Write the word "By" followed by your name.

Lead Paragraph

A lead paragraph usually answers the questions: Who? What? Where? When? Why? Remember to write about these in your lead paragraph.

- The day, date, and time of the day when it happened
- Name/names of the person(s)/ event(s) etc the news is about.
- The place where the incident happened
- Details of the incident
- Reasons why the incident happened

Paragraph 2

The second paragraph is an elaboration of the lead paragraph. Narrate the incident in the chronological order.

Paragraph 3

Eyewitness accounts add to the authenticity of the news. Also, they may interest the reader. Include some quotes from the eyewitnesses' comments. Also describe what they felt about the incident.

Paragraph 4

Describe the future course of action being planned. Remember to use simple, clear but formal language.

25.2.1 Differences Between A School Magazine And Newspaper Report

While school magazines/newsletter offer in-depth analysis and targeted content for specific interests and demographics, newspapers provide timely news updates to a



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broad audience. Both forms of print media play essential roles in informing and engaging readers in different ways.

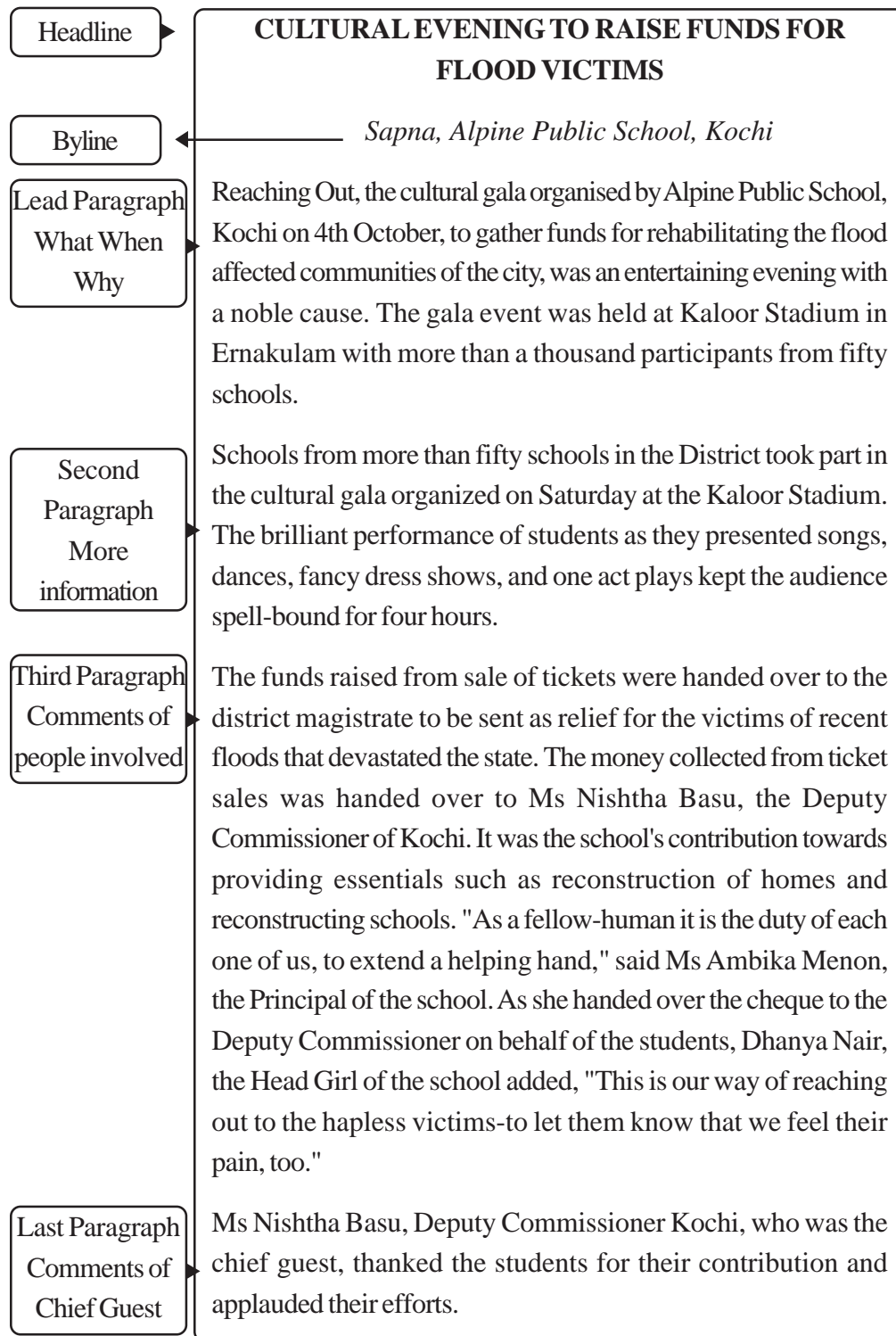
Features	School Magazine/Official Newsletter	Newspaper
Main objective	To provide in-depth information on specific topics	To provide news and current events
Frequency of Publication	Weekly/Monthly/Quarterly/Annual	Daily/Weekly
Layout and Design	More visually appealing with a focus on photos and illustrations	More text-oriented, less emphasis on visuals
Content Type	Specific, focusing on a particular topic or genre	Broad, covering a wide range of topics
Writing Style	Detailed, descriptive, and engaging	Factual, concise, and straightforward
Audience	Specific demographic or interest group	General public
Life Span	Longer, can be retained for reference	Shorter, often daily

Table 25.1

25.2.2 Sample School Magazine Report

In order to raise funds for the victims of recent floods, Alpine Public School, Kochi organized a cultural night in which the student artists of your school and those from neighbourhood schools presented various programmes. Nishtha Basu, the Deputy Commissioner was the Chief Guest.

Study the following report published in the school magazine.



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'Each One Plant One' campaign was organised by your school to celebrate Van Mahotsav Day on 10th November. As Cultural Secretary of your school, write a

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report for your school magazine.

Headline	
Byline	
Lead Paragraph What When Why	
Second Paragraph More information about activities	
Third Paragraph Comments/ Eyewitness accounts	
Concluding Paragraph Summing up/ Future course of action	

25.2.4 Newsletter

A newsletter is a tool used by businesses and organisations to share relevant and valuable information. It is a printed or electronic report (in the form of an email) containing news concerning the activities of a business or an organisation - or, even a residential colony - that is sent to its members, customers, employees, residents or other subscribers. Newsletters generally contain some topic of interest to its recipients. The newsletter is the most common form of serial publication, published at a regular interval. Newsletters are largely internal publications, aimed towards employees and volunteers, though at times they are externally sourced when special interest groups collaborate.

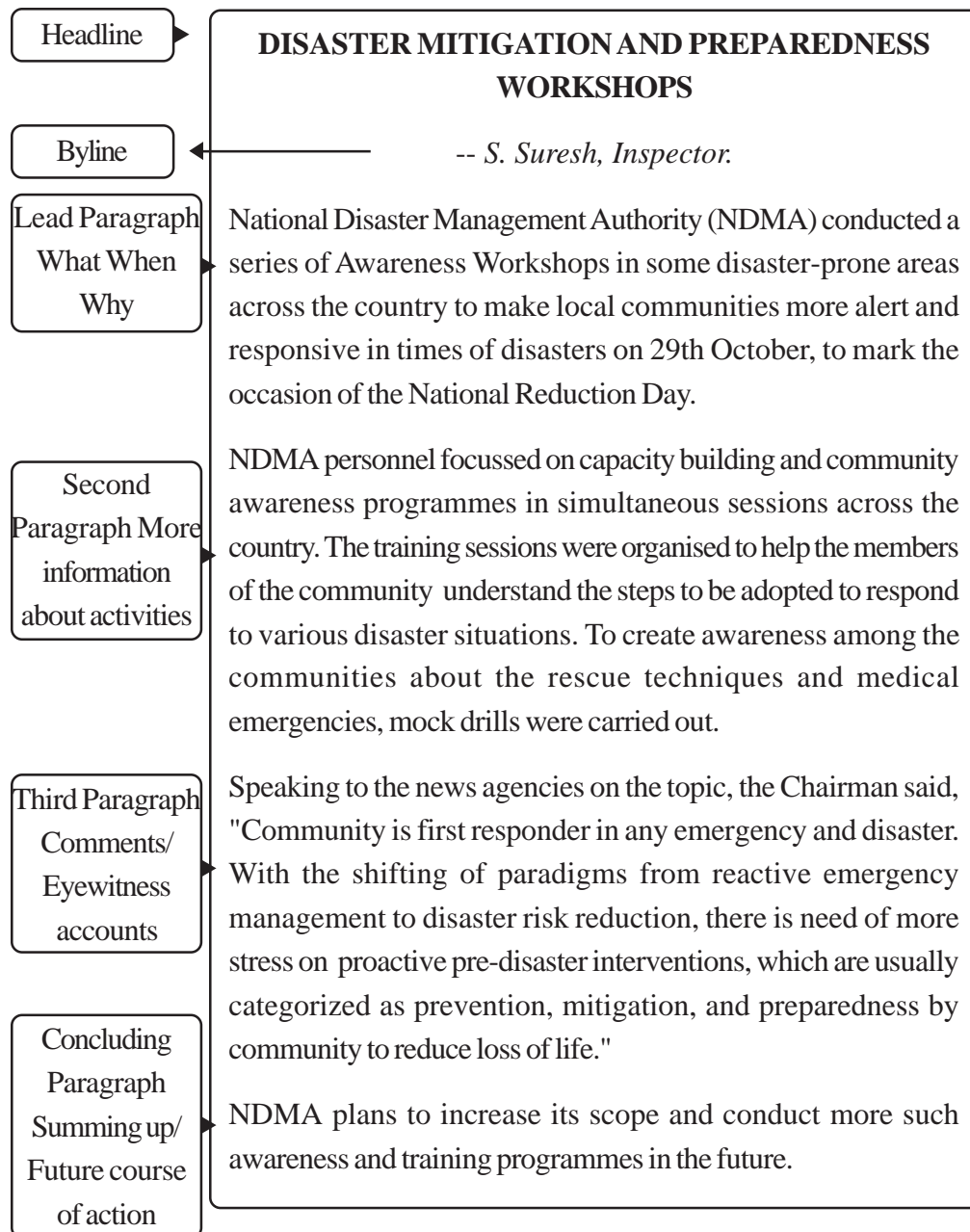
Sample Newsletter

The National Disaster Management Authority conducted a series of Awareness Workshops in various towns and cities around the country to raise awareness about natural and man-made disasters and what to do in an emergency to reduce threat to life.

Study the following report published in the NDMA Newsletter, SAMVAD.



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A Yoga Shivir was organized by your colony on 21st June, International Day of Yoga. Write a news clipping for the Residents' Welfare Association about the event in about 120 words.

Headline	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Byline	
Lead Paragraph What When Why	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Second Paragraph More information about activities	
Third Paragraph Comments/ Eyewitness accounts	
Concluding Paragraph Summing up/ Future course of action	

25.2.3 Newspaper Report

Newspapers are designed to share important information with people about what is going on in the world.

A newspaper report must be comprehensive, yet brief; factual, yet interesting. It is a brief review of a situation or a process that includes all the relevant points and information.

The report is written in formal language, as it is written to inform. Chatty, friendly language must be avoided, and the report must be written in third person and in the past tense. Use a photo with a caption to give the reader more information. Provide your readers with both facts and opinions.

You may find it interesting to note the inverted pyramid of news article writing.

The inverted pyramid makes newspaper report writing more organised. The lead paragraph contains most details and the following paragraphs support the lead with other paragraphs offering details of decreasing importance to the story the farther down it gets.



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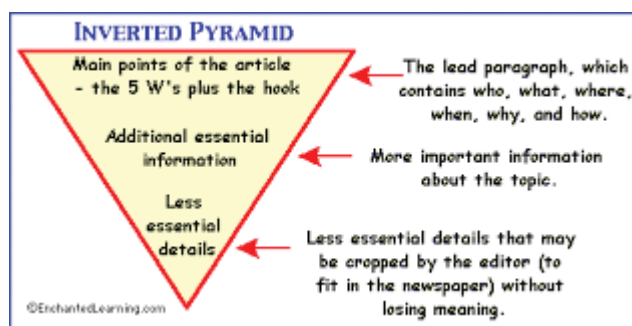


Fig. : 25.2

Sample Newspaper Report

Read the following report about the sighting of some Unidentified Flying Objects in Delhi.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> Headline </div>	<p style="text-align: center;">'FLYING OBJECTS' SIGHTED IN CITY</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> Byline </div>	<p style="text-align: center;">--By our Staff Reporter</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> Lead Paragraph What When Why </div>	<p>June 21, 2023 03:37 am Delhi</p> <p>Residents of Najafgarh claimed to have sighted an unidentified flying object (UFO) on Thursday night at about 11:55pm.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> Second Paragraph More information </div>	<p>Around 11:55 pm on Thursday, Vijay Ahlawat, a bank officer, and his wife and daughter were returning from a wedding when they saw five specks of bright orange light moving from the south to the north in the sky. "The spots appeared in batches of five and disappeared after a few seconds," said Mr Ahlawat. His wife and daughter and some of their neighbours too witnessed the spectacle.</p>

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Third Paragraph Comments/ Eyewitness accounts	"There was no sound at all and the bright object was flying higher than an aeroplane. Some of our neighbours too saw it," said Prerna, Ahlawat's wife.
Concluding Paragraph Summing up/ Future course of action	According to Vasudha Ramani, executive director, New Delhi Science and Technology Centre, the bright objects could be a result of meteor showers. "But the season for meteor showers is usually in November and December," he said. The air traffic control officials at Delhi's Indira Gandhi Airport said they did not receive any reports of foreign flying objects.

LET US DO 25.3

Mangalyaan -2, India's unmanned Mars orbiter was launched on May 23, 2023 from Sriharikota. Write a report about the launch and Mangalyaan's proposed activity on Mars in about 125-140 words.

Headline	_____
Byline	_____
Lead Paragraph What When Why	_____ _____ _____
Second Paragraph More information about activities	_____ _____ _____
Third Paragraph Comments/ Eyewitness accounts	_____ _____ _____
Concluding Paragraph Summing up/ Future course of action	_____ _____ _____



INTEXT QUESTIONS 25.2

1. What elements should be included in the headline of a school magazine report?
2. How do you structure the lead paragraph of a newspaper report?
3. How do you choose relevant content for a newsletter?

25.3 WRITING OFFICIAL REPORTS

Purpose of official reports is

- to pass on relevant information asked for;
- to analyse the information;
- to make certain observations and predictions on the basis of the analysis of information;
- to offer suggestions relating to the observations and predictions.

Sample Report 25.3.1

M/s Ravi Industries, Nehru Place, New Delhi, wish to shift their office premises. The Office Manager is asked to check out some proposed buildings and submit his report.

Read the following report submitted by him.

Ravi Industries	
Company letterhead	16, Pragati Tower, Nehru Place, New Delhi.
Recipient & designation	To Mr S K Singh (Managing Director)
Writer & designation	From: C Rao (Office Manager)
Date	Date: 7 May 20xx
Subject statement	Subject: Report on suitable premises for shifting the office of the company.
Opening statement	As suggested in your letter of 4 August, 20xx, I inspected a number of buildings in South Delhi. After careful consideration, I recommend Jain Building, which is situated in Kailash Colony. The building I feel would be most suitable for our requirements.



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Opening statement	<p>The building consists of two storeys, and has 15 rooms in al. The rooms are fairly large (30' by 20'), well-lit and airy. Since the rooms are fairly large, we shall be able to put partitions in some of them.</p> <p>The toilet facilities for both men and women are adequate. There are also watchmen's quarters comprising two rooms each, and situated to the left of the main gate.</p>
Disadvantage; how it can be overcome	<p>The only disadvantage that I visualize is that there is not much open space around the building and the parking space may be inadequate for all the cars. But for the junior office staff there is a bus stop two hundred yards away and the metro station is about five hundred yards away.</p>
Action taken	<p>I have started preliminary negotiations with the owner, Mr Anupam Jain. He is likely to accept the offer. Restructuring the building to suit our specifications will cos no more than Rs.40,000/-.</p>
Closing statement	<p>The Directors may like to inspect the building before any decision is taken.</p>
Signature	_____ Sd/-
Name	_____ C Rao

LET US DO 25.4

As Purchase Officer for M/s VEE ENN Industries, Industrial Area, Patna, you wish to change the vendor who supplies packaging material to the company. Submit your report to the Managing Director listing why the new vendor would be better for the company.

Company letterhead	<p style="text-align: center;">VEE ENN Industries</p> <p>_____.</p>
Recipient & designation	
Writer & designation	<p>To _____ (Managing Director)</p> <p>From: _____ (_____)</p>
Date	<p>Date: _____</p>

Subject statement	Subject: _____ _____
Opening statement	_____ _____ _____
Advantages	_____ _____ _____ _____ _____
Disadvantage; how it can be overcome	_____ _____ _____ _____
Advantages	_____ _____
Closing statement	_____ _____
Signature	_____
Name	_____



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Sample Report 25.3.2

Mr Ramesh works in a firm in Delhi. He has been asked to visit the firm's Prayagraj office and submit a report on how that office is functioning.

Read Mr Ramesh's tour report.

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Date	11.03.20xx
Recipient & designation	To Mr J P Singh (Joint Director)
Writer & designation	From: Ramesh Tulsi (Assistant Director)
Subject statement	Subject: Report on the working of our Prayagraj office.
Opening statement	As per instructions I left for Prayagraj on 7th March and arrived there on the 8th. I spent two days at Prayagraj. My report is as follows.
Office Procedures	<ul style="list-style-type: none"> (i) Attendance: Although the staff is required to reach the office by 9 am, generally, no one observes the timing and members of the staff arrive after 9:30 am. (ii) Leave Record: The leave record is not maintained as per company manual. (iii) Cash Book: The Cash Book had not been updated since 28.02.20xx. It was behind by about two weeks. (iv) Office maintenance: The office was generally well-maintained.
Recommendations	Recommendations: Regional incharge and some senior associates should be called to the Head Office and given briefing on office procedures and norms as per company manual.
Signature	Sd/-
Name	Ramesh Tulsi

LET US DO 25.5

You are Abhishek Garg, Marketing Manager in M/s Fashionista, a company that manufactures and markets fashion accessories. Your company sent you to a multinational company that manufactures a well-known brand of fashion accessories to study how your company can market your products overseas.

Write a report about what you learnt about the required procedures and standards.

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The Indian Bustard comprises a group which is the most threatened species of birds and is now on the brink of extinction with an estimated population possibly as low as 600-700. It has become locally extinct in almost 90% of its former range and, has disappeared from two sanctuaries created especially to protect the species. Previously, it was mainly poaching and habitat destruction that resulted in such a pitiful situation, but now mismanagement of the habitat, sentimental protection of certain problem animals, and apathy are creating havoc.

Worried about the declining population of The Indian Bustard, Ms Shukla writes to Shri Bikram Meena, Director Horticulture, Rajasthan desiring him to study the present condition of the Indian Bustard and its future.

Read the following report submitted by him.

Writer & designation	From: Bikram Meena, Director Horticulture, Rajasthan.
Recipient & designation	To: Ms. Meenal Shukla, Minister For Environment, Rajasthan.
Date	19 July, 20xx
Subject statement	<u>Critical Condition of The Indian Bustard</u>
Opening statement	As desired by you I submit my report on the condition and health of The Indian Bustard. The following are my findings and recommendations:
Findings	Findings:
Statement of problem	1. <u>The Current Problem:</u> The Bustard population is declining rapidly. Whereas even till 2015, flocks of more than 20 birds were a common site on Indian grasslands but today groups are unlikely to number more than 3 individuals. Their numbers are decreasing rapidly. 131 birds were recorded in 2010, 97 in 2012, and just 85 in 2013.
Causes of problem, numbered	2. <u>Reasons why this problem has arisen:</u>



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<p>Recommendations numbered</p>	<p>Habitat destruction and habitat deterioration and conversion of grasslands and so-called 'wastelands' into crop fields.</p> <p>Poaching is still widespread in parts of the Thar desert in Rajasthan.</p> <p>Increase in Blackbuck Antelope cervicapra and Nilgai Boselephus tragocamelus numbers.</p> <p>Corruption in, and mismanagement of, bustard sanctuaries</p> <p>3. <u>Recommendations:</u></p> <p>3.1. To establish, with the cooperation of the state government and local people, more bustard conservation areas.</p> <p>3.2. To supervise and coordinate management of bustard conservation areas.</p> <p>3.3. To coordinate long-term studies on bustards and their habitats in different states.</p>
<p>Conclusion - analysing the problem</p>	<p>4. <u>Conclusions:</u></p> <p>I strongly feel that efforts should be made on a war footing to protect the bird and to chart out a future course for their conservation.</p>
<p>Signature</p>	Bikram Meena
<p>Designation</p>	Director Horticulture

LET US DO 25.6

Around 26 per cent of India's girls between the ages of 6 to 14 are not in school. Gangapur accounts for a large proportion of this percentage with more than 40 percent of its women being illiterate. The male-female literacy ratio lies at 58.6 per cent women of Gangapur are literate as against 80.5 percent of men.

Shri Hiten Desai, Education Minister, Gangapur wrote to Ms. Malti Patel asking for the high illiteracy rate among women of Gangapur. As Malti Patel, write your report in about 200 words using the hints given below.

Report Writing



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Traditional and orthodox attitude
Few schools for women
Early marriage
Poverty

Writer & designation	From: _____
Recipient & designation	To: _____
Date	_____
Subject statement	_____ _____
Opening statement	_____ _____
Findings	1. _____ _____
Statement of problem	_____ _____
Causes of problem, numbered	2. _____ _____ _____
Recommendations numbered	3. _____ _____ _____
Conclusion - analysing the problem	4. _____ _____ _____

Signature	_____
Designation	_____



INTEXT QUESTIONS 25.3

1. How should data and evidence be presented in an official report?
2. What is the primary purpose of the official report?
3. What is the significance of recommendations in an official report?



WHAT HAVE YOU LEARNT

While writing a report, you should keep in mind the following Do's and Don'ts.

Do's	Don'ts
<ul style="list-style-type: none"> ● be objective. 	<ul style="list-style-type: none"> ● don't let your personal feelings interfere while writing the report.
<ul style="list-style-type: none"> ● provide substantial evidence. 	<ul style="list-style-type: none"> ● don't base your analysis on a single piece of evidence.
<ul style="list-style-type: none"> ● use valid arguments. 	<ul style="list-style-type: none"> ● don't generalise without proper and logical evidence.
	<ul style="list-style-type: none"> ● don't jump to conclusions.



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Types of Reports:

External Reports - These are public documents written for an external audience or audience outside your organization.

Internal Reports - These are not public documents and are meant for people inside the company.

Routine Reports - These reports cover day to day aspects of any organization. They are written at regular time intervals like daily, weekly, monthly, annually etc.

Special Reports - Matters that cannot be covered under routine reports are addressed in special reports like major decision making of an organization.

Financial Report - It gives account of the financial matters of an organization. Matters involving money like sales, purchase, cost of production, interest, taxation come under it.

Review Reports - These reports are written to decide the usefulness of other reports.

Oral Reports - These reports involve presentation of written matter before a group.

Long Reports - These are also called formal reports because they are written in a large number of pages. Long reports provide an in-depth analysis on specific matters.

Short Reports - These reports are also called informal reports because they are written in less than 10 pages. These are mostly written for internal audiences.

**TERMINAL QUESTIONS**

1. What are the essential components of the 5 Ws and H in report writing?
2. What are some common pitfalls to avoid in report writing?
3. How can you maintain objectivity and neutrality in newspaper reporting?
4. What is the role of quotations in a report?
5. What should be included in the conclusion of a report?

6. How do you maintain a consistent tone and style across multiple newsletter issues?
7. How do you ensure that newsletters are distributed effectively to reach their intended audience?



ANSWERS TO INTEXT QUESTIONS

25.1

1. The purpose of a report is to convey information, findings, or analysis on a particular topic, issue, or project to a specific audience.
2. The target audience for your report depends on its purpose and could include stakeholders, colleagues, superiors, or the general public.
3. To ensure clarity and conciseness in your report, use clear and concise language, avoid jargon, and structure your content logically with headings and subheadings.

25.2

1. The headline of a school magazine report should be catchy and summarize the main point of the report.
2. Structure the lead paragraph with the most important information, answering the "who, what, when, where, why, and how."
3. Relevant content for a newsletter should align with the interests and needs of the target audience and convey useful information.

25.3

1. Data and evidence in an official report should be presented clearly and logically, often using charts, graphs, tables, or textual explanations to support arguments and findings.
2. The primary purpose of an official report is to communicate information,



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findings, or analysis on a specific topic or issue in a formal and structured manner.

3. Recommendations in official reports suggest actions to be taken based on the findings and analysis presented in the report. They are often a critical part of the report.