

Chapter-29B

Writing Reports



Summary

Reports are a form of written communication, in a business organization. Reports provide information regarding progress, implementation of plans and programmes. Trip reports are a common part of organizational communication. They generally follow the format of a memorandum, addressed to one or more members of a group of associates.

- An Accident Reporting and Investigation Plan prescribes methods and practices for reporting and investigating accidents that can be read and understood by all managers, supervisors, and employees.
- A business report is an evaluation of a particular issue, set of circumstances, or financial operations that relate to the performance of a business.

Important points from the text:

The process of writing a report involves the following stages:

- Investigating the sources of informations
 - Taking notes
 - Interpreting and analysing the facts
 - Writing and outlining of the report
 - Editing and revising the report
 - Submitting the report
1. A tour report is generally written in the form of a memo, the body of the report should include why you made the tour and what you achieved. It is addressed to one's superior, and each major piece of information is listed under a separate heading. A tour report should include details of the destination, and dates of the tour.
 2. In an accident report you must immediately get to the main point. You must describe in detail any physical injury to any person, or damage to property. In the accident report you must mention what caused the accident and present your recommendations.

Report

13.7.2021

To: Mrs. Seema Singh , Principal DPS Ghaziabad
From: Ms. Hema Sharma PGT

Subject: An Excursion To Jaipur

The students of standard 9 from DPS Ghaziabad want to organise a trip to Jaipur and explore the history of the city. There will be total 28 students and 3 teachers. Jaipur is recognised by UNESCO World Heritage Committee as the “Pink city of India”.

Jaipur, the capital of vibrant Rajasthan, is a popular tourist destination. The city is home to numerous architectural marvels like the majestic City Palace, the splendid Jantar Mantar, the glorious Hawa Mahal and the Amer Fort, Jaigarh Fort and Nahargarh Fort.

Jaipur, which is located in eastern Rajasthan, is a land of colourful festivals like Teej and Gangaur. Spread over an area of 11,117.8 square kilometres, the city is situated at a height of 430 meters. The temperature soars up to 45 degrees during summers and plummets to almost two degrees during the winter season. Ban Ganga and Sabi rivers flow through its historic terrain. The Ramgarh Dam, built upon the Ban Ganga, is a major source of drinking water. It also houses the Sambhar Lake, which is famed for its salt. English, Rajasthani and Hindi are the common dialects of Jaipur.

Objectives of the study:

1. To know the history of the city in brief.
2. To find out the major attractions of Jaipur.
3. To know the reason why tourists visit Jaipur.
4. To find out Demographics of Jaipur
5. To find out the scope of education in Jaipur.

Methods:

- Observing methods
- Interviewing methods
- Photography etc:

The major attraction of Jaipur city :

- Hawa mahal
- City palace of Jaipur
- Jantar Mantar
- Albert hall
- Jaigarh fort
- Rambagh palace
- Amber fort
- Birla Mandir

Do's and don't's for writing a report:

DO'S	DONT'S
Your report should be objective and unbiased.	Dont let your personal feelings intervene while writing the report.
Your report should provide substantial evidence.	The report and its analysis should not be based on a single evidence.

Important words from the text:

- Premises: a house or building
- Comprising: consist of or be made up of/ to contain something.
- Recommendation: an advice for the best course of action,
- Ascertain: to find out/discover

Evaluate yourself:

1. You are Suman of Maharaja Jain School, Meerut . As Secretary of your School Co-curricular Activities Club, you visited a slum area in your city where the people suffered a great loss of life and property in a massive fire. The students of your school rendered their services and material help to the victims. Write a report in 100-125 words to explain the plight after the accident.
2. Recently you attended a Seminar on Conservation of Water as a part of World Water Day celebrations. As a student of NIOS write a report in 100-125 words for a local daily.
3. Your state government has banned the use of plastic bags. You are Amarjeet, a reporter of The National Herald. Write a report in 100-125 words to the editor of The Times of India on how the ban is being ignored and what damage the indiscriminate use of plastic bags is causing to the environment.