

REPORT WRITING

What is a report?

A report is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analysed and applied to a particular problem or issue. The information is presented in a clearly structured format making use of sections and headings so that the information is easy to locate and follow.

When you are asked to write a report you will usually be given a report brief which provides you with instructions and guidelines. The report brief may outline the purpose, audience and problem or issue that your report must address, together with any specific requirements for format or structure. This guide offers a general introduction to report writing; be sure also to take account of specific instructions provided by your department.

A report is an orderly, objective message used to convey information from one organizational area to another or from one institution to another to assist in decision making or problem solving. Just, as letters, reports are a form of written communication. There are many forms of reports. They are.

1. Technical Reports
2. Progress Reports
3. Research Reports
4. Trip Reports
5. Laboratory Reports
6. Feasibility Reports

In general, reports must be clear, concise and logical.

Format of the Report:

- Purpose of the Report
- Introduction and statement of the problem
- Method adopted for data collection
- Summary/ discussion
- Conclusion/ Finding/ Recommendations if any
- Bibliography

Parts of the report

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- Title page
- Preface
- Letter of transmittal
- Acknowledgements
- Table of contents
- List of illustrations
- Abstract/ Executive summary
- Introduction
- Methodology
- Discussion/ Findings/ Analysis
- Conclusion
- Recommendations
- Appendices
- References and Bibliography

What makes a good report?

Two of the reasons why reports are used as forms of written assessment are:

- to find out what you have learned from your reading, research or experience;
- to give you experience of an important skill that is widely used in the work place.

An effective report presents and analyses facts and evidence that are relevant to the specific problem or issue of the report brief. All sources used should be acknowledged and referenced throughout, in accordance with the preferred method of your department/university. The style of writing in a report is usually less discursive than in an essay, with a more direct and economic use of language. A well written report will demonstrate your ability to:

- understand the purpose of the report brief and adhere to its specifications;
- gather, evaluate and analyze relevant information;
- structure material in a logical and coherent order;
- present your report in a consistent manner according to the instructions of the report brief;
- make appropriate conclusions that are supported by the evidence and analysis of the report;
- make thoughtful and practical recommendations where required.

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A memo report on an accident that took place in a leading car manufacturing unit.

XYZ Manufactures Ltd

GST Main Road, Chennai

Inter-Office Memorandum

To : The Managing Director

Ref: TN/72/C

From: The Supervisor, Paint Shop

10 March 2015

Sub: fire accident in the paint shop

With reference to your memo No.TN/72/C dated 5th March 2014, a detailed study on the fire accident has been made. A report on the accident with suggestive measures to avoid such mishaps in future is given.

Last week on 4th March, a fire broke out in the paint shop due to a spark produced in the circuit. At that time, two cars were being spray painted. Immediately fire extinguishing spray started automatically and fire service rushed from outside also. Two workers inside the shop experienced 20% burns. They were administered first aid and taken to the hospital.

Under investigation, it was found that some spark had occurred to damage in the power line. Constant exposure to paint had caused the damage.

To avoid such mishaps in the future, it is recommended that

- i) Wiring should be checked and replaced at regular intervals, particularly, in the paint shop.
- ii) Proper fuses should be installed.
- iii) Workers should be provided fire-resistant dress.
- iv) More number of automatic fire extinguishing devices should be installed.

Ashok Agarwal

(The Supervisor)

FEASIBILITY REPORT

A Feasibility Report on

INTRODUCTION OF COSMETICS

IN THE CHENNAI CITY MARKET FOR THE TAMIL NEW YEAR

Submitted to

The Managing Director

Cosmo Hair Oil Company

Chennai – 600 026.

Submitted by

R. KANNAN

Chief Executive

10 March 2015

COSMO HAIR OIL COMPANY CHENNAI – 26

The Managing Director

Cosmo Hair Oil Company

Sir,

As intimated by you in the letter No. SM/2551 dated 05.01.2015 , a study has been made on the potential of introducing cosmetics in and around Chennai for the forthcoming Tamil New Year.

Though there are five popular ranks of creams, lotions and talcum powders moving in this area, the real competition for us is only from two brands.

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We conducted an opinion poll among college-girls, working women and housewives regarding their favorite brands and the reason for their preference. 70% of them said that they prefer these brands because of their reliability. 25% of them opined that they are provided with attractive offers now and then. But from their opinion, we could infer that, if all the cosmetic items are introduced in a single compact pack at a reasonable price with attractive price schemes, it will be well received.

In conclusion, our survey proves that there is a good scope of marketing our cosmetics, as we have already well-established our brand name among the public.

Thus it is recommended that before marketing the new cosmetic items, we should ensure that our products are:

1. Reasonably priced
2. Reliable
3. Wrapped in attractive and compact packs
4. Provided with prize scheme.

Yours faithfully,

Sign

(R. KANNAN)

Chief Executive

Report on the Fire Accident

Prepared By

Ram

The Safety Engineer

DEMON MOTOR COMPANY LTD.

Chennai

DEMON MOTOR COMPANY LTD
58, NEW STREET, CHENNAI – 108

To: The Managing Director

Ref: DMC/155/89

From: The Safety Engineer

05 May 2009

Sir,

Sub: A report on the fire accident in our Factory – reg.,

With reference to your intimation dated 04 May 2009; a detailed study has been made on the fire accident that took place on the 2nd of this month in our factory.

On the above mentioned date, a huge fire had broken out around 11 a.m. in our Welding Department. It spread so quickly that it consumed fairly a large number of tools and spare parts. Above all, Mr. Sai, our chief welder was also badly hurt. Luckily he was the only person working at that time as the other workers had gone for tea break. Immediately, fire men were summoned and they extinguished the fire after battling for about half-an-hour. Mr. Sai was hospitalized and he is now recovering fast.

Under investigation, it is found that the fire broke out because of a short circuit in the main line. As Mr. Sai had been welding at that time, the fire had spread quickly. In addition, the wires had worn out and needed replacement. All these had resulted in the devastating fire. The total loss is estimated to be nearly Rs. 1, 50,000.

To avoid such mishaps in the future, it is recommended that

- i. Wiring should be replaced and be checked at regular intervals
- ii. Enough fire extinguishers must be kept handy.
- iii. Automatic fire extinguishing sprays can be installed.
- iv. Proper fuses should be used to avoid excess flow.
- v. Employees should be given proper training with regard to the use of electrical components and fire extinguishers.

If all these measures are taken, definitely such accidents can be prevented in future and thereby, great loss to human as well other resources could be averted.

Yours Faithfully

Sai

Safety Engineer

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Model Report I:

A REPORT ON THE FIRE ACCIDENT

Letter format to write a report for fire accident

To
The Principal
ABC Engineering College
Madurai-25
Tamil Nadu

Date: 27th February 2015

Respected Sir,

Sub: Report on the fire accident

With reference to the accident that took place a couple of days ago in our college ladies hostel, the following report is submitted after a thorough analysis of the facts. On the 25th February 2015, a fire broke out around 02:00 pm in the ladies hostel. It experienced a tragic fire accident caused by leakage of electricity. It spread so quickly that it engulfed a vast area consuming a large number of clothes and other materials which are kept in the Hostel. The laundry nearby started to burn due to that leakage and the fire spread to the floors on top. Students who were in the top floors were studying for exams and so everyone was inside the room. Some of the rooms were suffocated due to a lot of smoke and everyone in that building was alerted and escaped safely. Moreover, the two girl students in the top floor sustained burn injuries and were unable to come out of the room.

The firemen were summoned immediately and saved the two girls from further injuries. The fire was extinguished after one hour. The two girl students were taken to the nearby hospital with severe burn injuries. The doctors diagnosed them and declared that they were already dead. Further, the doctor told that they were already afflicted with asthma and they were killed by smoke and severe fire injuries.

Under investigations, it is found that the fire broke out because of a short circuit in the switch box. As all the fittings in the rooms were in operation, the fire started to spread very fast. This devastating fire accident has resulted in a loss of two girl students and a

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lakh of rupees.

Recommendations to prevent such mishaps

In order to avert or overcome such mishaps in future, the following precautions are recommended.

1. The worn out wiring should be immediately replaced and checked at regular intervals for leakages
2. It is extremely necessary to install more fire extinguishers at vantage points
3. Proper fuses must be installed to avoid the excess flow of current
4. Students should be trained to handle the electric components safely along with fire extinguishers
5. Fire alarms should be installed in Ladies Hostel, since a lot of students are available in the hostel

If the above measures are implemented forthwith, such accidents can be prevented in future and thereby great loss to property and human can be averted.

Thank you,
Yours faithfully,
Nirmala