

Report writing

A report is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analyzed 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.

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. Survey 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

- Title page
- Preface
- Letter of transmittal
- Acknowledgements
- Table of contents
- List of illustrations
- Abstract/ Executive summary

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- Introduction
- Methodology
- Discussion/ Findings/ Analysis
- Conclusion
- Recommendations
- Appendices
- References and Bibliography

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.

SAMPLE REPORT

A REPORT ON AN ACCIDENT THAT TOOK PLACE IN A LEADING CAR
MANUFACTURING UNIT.

SUBMITTED BY

Ashok Agarwal, The Supervisor

SUBMITTED TO

The Managing Director

XYZ Manufacturing Ltd

Chennai

10th March 2019

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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 2019

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)

A REPORT ON THE FIRE ACCIDENT IN
THE WELDING DEPARTMENT

SUBMITTED BY

Mr.Sai

Safety Engineer

SUBMITTED TO

The Managing Director

Demon Motor Company LTD

Chennai

5th May 2019

DEMON MOTOR COMPANY LTD

58, NEW STREET, CHENNAI – 108

To: The Managing Director

Ref: DMC/155/B9

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