

REPORT WRITING

Definition:

Report writing is the process of documenting findings, analysis, and recommendations in a structured format.

EXAMPLES.COM

REPORT WRITING

The study shows that highlights common features in written reports and makes recommendations for their presentation and a conventional format.

What is a report?

A report is a more highly structured form of writing than an essay, and is designed so that it can be read quickly and accurately. Though reports are not necessarily read from beginning to end, structure and convention in written reports assist the process by which the information was gathered as much as the information itself. Reports should be organized for the convenience of the intended reader. Reports are written on a wide range of subjects for a wide variety of readers.

Before writing any report, you should identify the objectives and the preferred conventions of structure and presentation. This is an art for reports you write at university as it is for reports written in employment.

All reports attempt to communicate findings for one reason or another, whether to obtain decision makers, change public opinion or maintain a record of developments. Whenever you write a report, you must know in detail why you are writing and who you are writing for. All reports have an intended reader. For yourself or another person, what does he/she need to know?

Stages in report writing

The following stages are involved in writing a report:

- planning your work
- collecting your information
- organising and structuring your information
- writing the first draft
- checking and revising

Draw up an outline structure for your report and set the work aside for a couple of days until you are happy to be given feedback. One common structure is based on the P's: problem, problem, possibilities, progress. This means you outline the current problem, describe the problem, examine the range of possibilities and decide on a proposed strategy. (NB: Some of the most time-consuming parts of the process are collecting and organising your information, and checking and revising your report.)

- Clarify your terms of reference – what task are you working on?
- Decide on the main sections of your report – what instructions have you been given?

Note for students on modules L2PMS, L2PMT, L2PMS and L2PMT: Your assessment tool in L2PMS will have specific details on the main sections you should include in your report. These may not be the same as the structure suggested in this article sheet, however, the recommendations in Introduction, Style of Writing, Layout and the Checklist in this sheet should be still relevant.

Examples of different types of reports

Research report: <https://www.oxfordjournals.org/advance-article-abstract/doi/10.1093/oxfordjournals/oxfam.a0110001>

Industry analysis: <https://www.bbc.com/news/technology-55000000>

Market research: <https://www.oxfordjournals.org/doi/10.1093/oxfordjournals/oxfam.a0110001> (Access on Campus or via VPN)

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