

Unit – 5

Report writing

What is a Report?

In academia there is some overlap between reports and essays, and the two words are sometimes used interchangeably, but reports are more likely to be needed for business, scientific and technical subjects, and in the workplace.

Whereas an essay presents arguments and reasoning, a report concentrates on facts.

Essentially, a report is a short, sharp, concise document which is written for a particular purpose and audience. It generally sets out and analyses a situation or problem, often making recommendations for future action. It is a factual paper, and needs to be clear and well-structured.

Requirements for the precise form and content of a report will vary between organisation and departments and in study between courses, from tutor to tutor, as well as between subjects, so it's worth finding out if there are any specific guidelines before you start.

Reports may contain some or all of the following elements:

- A description of a sequence of events or a situation;
- Some interpretation of the significance of these events or situation, whether solely your own analysis or informed by the views of others, always carefully referenced of course (see our page on **Academic Referencing** for more information);
- An evaluation of the facts or the results of your research;
- Discussion of the likely outcomes of future courses of action;
- Your recommendations as to a course of action; and
- Conclusions.

Communication And Report Writing

Mike Markel, Stuart Selber



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Business Communication And Report Writing G. S. R. K. Babu Rao, 2003 *Handbook Of Reporting And Communication Skills* V. S. Gupta, 2003 This Handbook Is Designed To Meet Every Need Of The Students Of Journalism And Other Disciplines Who Wish To Acquire Communication Reporting And Editing Skills **Report Writing for Business** Raymond Vincent Lesikar, 1981 **Report Writing in Business** Trevor J. Bentley, 1987 *Report Writing for Business* Raymond V. Lesikar, 1973 **Communication and Report Writing** Australian Society of Accountants . National Professional Development Section, 1976 **Report Writing Strategies** Cynthia Gagne, Shelley Bradley, Darcie Hillier, 2018-03-15 This text provides comprehensive instruction on all aspects of report writing for Human and Community Services Business Education and more Combining general guidance on professional communication with specific advice on writing reports and unique coverage of reflective practices Report Writing Strategies is an ideal guide to the principles of effective report writing

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