

**WEEK 6
(4 HOURS)**

**REPORT
WRITING**

REPORTS

Types of reports:

ROUTINE REPORTS	SPECIAL REPORTS
<ul style="list-style-type: none"><li data-bbox="110 464 938 575">📄 Representatives' reports on sales visits.<li data-bbox="110 604 938 715">📄 Managers' reports on the work of their departments.<li data-bbox="110 743 938 855">📄 Equipment and maintenance report.<li data-bbox="110 883 938 935">📄 Progress report.<li data-bbox="110 963 938 1015">📄 Safety report.<li data-bbox="110 1043 938 1095">📄 Accident report.	<ul style="list-style-type: none"><li data-bbox="976 464 1804 638">📄 Reports written in response to requests for specific information.<li data-bbox="976 666 1804 778">📄 Reports made on a special topic after research and investigation.<li data-bbox="976 806 1804 918">📄 Report regarding a change of policy.<li data-bbox="976 946 1804 998">📄 Market research report.

FORMAL REPORTS

Formal reports are usually written by a committee or group of people after fairly detailed investigation or research. They are often presented under the following series of headings:

1. **Headings** : the name of the company. : the report heading (Report on)
2. **Terms of reference** : State exactly why the report is being written.
To report on ...(subject)... as requested by ...(name and title)
on ...(date)....
3. **Procedure** : Give a brief description of the methods used to collect the information.
4. **Findings** : Go through the procedure point by point and use numbers and sub-headings for this section.
5. **Conclusions** : No new facts must be introduced in this section. Look at the findings and state to logical implications of them.

FORMAL REPORTS

Continuation:

6. **Recommendations (if requested)** : On the basis of information presented in Findings and conclusions, make some suggestions for action.
7. **Closing Section** : A report should be signed and there should be a name and title shown at the foot, plus the date the report was written.

EXAMPLE OF A FORMAL REPORT

Company's name and
Report title (be specific)

TERMS OF REFERENCE.

Who asked for the report?
What was requested?
When was it requested?

PROCEDURE.

List the steps taken to gather
the information (past tense)

1. _____
2. _____

FINDINGS.

Present the information obtained through
each step mentioned in procedure.

1. _____
 - 1.1 _____
 - 1.2 _____
2. _____
 - 2.1 _____

CONCLUSIONS.

What are the logical implications from the 'Findings &
Conclusions'?

RECOMMENDATIONS.

What action do you suggest should be taken, based on
'Findings & Conclusions'?

Name & title of writer.
Reference & date.