

LESSON: 11
WEEK: 11
TOPIC: REPORTS
**AIM: TO COMPOSE AND WRITE REPORTS
IN THE BUSINESS CONTEXT.**

Learning outcomes:

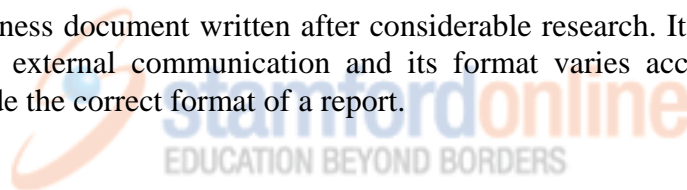
- Differentiate between formal and informal reports
- Use appropriate language
- Draft the report

NOTES

1. What is a report?
2. Types of reports

1. What is report?

A report is a business document written after considerable research. It could be used as an internal or external communication and its format varies accordingly. It is important to decide the correct format of a report.



2. Types of reports

There are many types used in business and they are:

Routine Reports

May be asked for, on a regular basis
E.g. progress report in school or college

Occasional Reports

Often written when something unusual happens
E.g. an accident

Commissioned Reports

- Prepared with a special purpose in mind
- May be required to investigate a problem that has arisen
- They are commonly found in market research projects
E.g. on type of products of political parties

Assignment questions

1. What are reports?
2. How do we use it in an office?
3. Explain the types with an example.

Reference

Communication for Business by Shirley Taylor, III edition, Page number 129 to 135.



