

WEEK 6
(4 HOURS)

REPORT
WRITING

REPORTS

Types of reports:

ROUTINE REPORTS	SPECIAL REPORTS
<ul style="list-style-type: none"><li data-bbox="212 565 1035 672">📄 Representatives' reports on sales visits.<li data-bbox="212 704 1035 812">📄 Managers' reports on the work of their departments.<li data-bbox="212 844 1035 951">📄 Equipment and maintenance report.<li data-bbox="212 984 1035 1032">📄 Progress report.<li data-bbox="212 1065 1035 1114">📄 Safety report.<li data-bbox="212 1146 1035 1195">📄 Accident report.	<ul style="list-style-type: none"><li data-bbox="1077 565 1900 737">📄 Reports written in response to requests for specific information.<li data-bbox="1077 769 1900 876">📄 Reports made on a special topic after research and investigation.<li data-bbox="1077 909 1900 1016">📄 Report regarding a change of policy.<li data-bbox="1077 1049 1900 1097">📄 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.