

TYPES AND TECHNIQUES OF WRITING BUSINESS REPORTS

TYPES OF REPORTS

STATUTORY REPORTS

- Required under the Companies act , prepared and submitted periodically to the Registrar of Companies and the Shareholders.

NON STATUTORY REPORTS

- Prepared as exigencies of business requirement.

TECHNIQUES OF REPORT WRITING

Collect material by referring to office records, interviewing people, visiting places

Arrange data in a logical order to be presented as narrative

Suitable heading and introduction, sub headings

Simple, clear, unequivocal, impersonal

KINDS OF REPORTS

- FACTUAL
- ORAL OR WRITTEN
- INFORMAL OR FORMAL
- ROUTINE OR SPECIAL
- PERSONAL OR IMPERSONAL
- PRIVATE

STRUCTURE OF FORMAL REPORT

- TITLE AND DATE
- INTRODUCTION
- BODY OF THE REPORT
 - PURPOSE/ OBJECTIVE
 - INVESTIGATION (TYPE AND RESULT)
 - FINDINGS
- RECOMMENDATIONS/ SUGGESTIONS
- CONCLUSION
- SIGNATURE

INTRODUCTION

- why is the report being made?
- Under whose authority?
- If by a committee, then mention the names of the members
- Give terms of reference: what was the problem, how was the investigation done, what were the findings and who has made the report, what were the means of the investigation (surveys, interviews??)
- Acknowledge and thank people who helped you in preparing the report

BODY OF THE REPORT

- Should be divided into suitable parts having separate sections having numbered paragraphs
- Any system of numbering may be followed
- Headings and sub headings should be given
- The report should be intelligible

RECOMMENDATIONS/ SUGGESTIONS

- Should be a separate part of the report
- Should be a logical conclusion from the findings and the body of the report
- Can be divided into main recommendations and additional recommendations
- If the recommendations are as many, there should be a summary of the recommendations.
- You can refer to paragraph numbers in the body of the report to emphasize your recommendation