

# **REPORT WRITING**

Prepared by

Dr . B. Neelambaram

Assistant Professor Department of English

V.R. Siddhartha Engineering College

(Autonomous)

Vijayawada – 7

## **What is report writing?**

Report writing is the creation of a structured document that precisely describes, and examines an event or occurrence. A report is a document that is short, sharp and specially written for a particular audience and purpose.

## **Why is Report Writing Important?**

Report Writing is important for its informative, analytical writings for long term and short term utility. It shows one written and comprehensive skills.

## **Role of Report**

Writing Report plays an important role in our life, business, commerce and trade. Actually it helps to find out the root of a problem to solve that. By the way, It contains its importance for its own special features. And such importance can be understood through the following discussion:

1. Decision Making Tool
2. Investigation Contd.
3. Evaluation
4. Quick Location
5. Development of Skill
6. Neutral Presentation of Facts
7. Professional Advancement
8. Proper Control
9. A Managerial Tool
10. Encountering Advance and Complex Situation

## **Types of Reports**

Basically reports are divided into three types

- General Report: Meeting, Function, accidents, college events, Cultural organizations etc.
- Technical Report\*
- Special Report : Between two countries Enquiry Commissions

# Report Writing 1

**JA Banks**



## **Report Writing 1:**

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