## REPORT WRITING

Prepared by

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(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 EnquiryCommissions

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**Lingjun Ying** 

# **Report Writing 1:**

Monthly Catalog of United States Government Publications United States. Superintendent of Documents, 1985 Dictionary Catalog of the Department Library United States. Department of the Interior. Library, 1969 President of Harvard College and Reports of Departments Harvard University,1910 Being Successful As an **Engineer** William H. Roadstrum, 2003-09 This text is designed to help the young engineer make the transition from student to practicing professional It provides experience based suggestions and helpful warnings to guide new engineers in taking the first steps to successful project leadership and group management Contents include Chapter 1 What Engineering Is Chapter 2 The Engineer Chapter 3 The Project and the Project Team Chapter 4 Project Control Chapter 5 The End Product Drawings and Reports Chapter 6 Problem Solving Chapter 7 Laboratory Work and Experiment Chapter 8 Design Chapter 9 Manufacturing and Quality Control Chapter 10 Research and Development Chapter 11 Studies Chapter 12 Systems Chapter 13 Proposal Work Chapter 14 The Project Engineer Chapter 15 Human Relations in an Engineering Organization Chapter 16 Engineers and the Marketing Function Chapter 17 Professionalism Self Development Education Chapter 18 Creativity Chapter 19 The Engineering Manager Doing Research in the Business World David E Gray, 2019-11-11 Starting with the basics and fully grounded in the context of actually doing research this practical book is the perfect companion as students tackle a business research project head on for the first time Guiding readers through the research process in author David E Gray's approachable style the book helps them build their understanding and develop the skills they need to establish good practice when planning and doing research in the business world This second edition offers A key focus on employability highlighting the value of research beyond academia and helping students develop their transferable skills for the workplace A new chapter on digital methods that shows them how to design and conduct digital business research in an ethical way Fully integrated online resources in every chapter including introduction videos from David handy top tip videos and case studies that bring methods to life Supporting students at every stage of their research project and showcasing examples and case studies from across the global business landscape including HR marketing organization studies and tourism and leisure this book helps them successfully and confidently apply their methods knowledge and excel in their research projects David E Gray was Professor of Leadership and Organisational Behaviour at the University of Greenwich **Resources in Education** COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition KONAR, NIRA, 2021-11-08 ,1993 Communication Skills for Professionals is a time tested book which aims to equip students academicians and professionals with all the necessary skills to communicate effectively so that they can thrive in this competitive world WHAT DOES THE BOOK CONTAIN This compact and student friendly text is divided in several sections and covers several topics like Detailed section on Vocabulary Items of grammar verbs phrasal verbs voices tenses transformation and synthesis of sentences Rectification of Grammatical Errors in order to identify and correct errors Analysis of the 4 skills of Listening Speaking

Reading and Writing Skills of Technical Writing and Public Speaking Body Language and Group Discussion All these and more aims to make the learner a winner not only in his personal life but also in his Professional life The book is easy to read and understand Each point is illustrated with examples from practical life Even the grammar exercises and all other activity based questions have been skillfully designed and worked out in Classrooms WHAT IS NEW TO THIS EDITION In the modern business world where speed and ease of communication is very important E mails have become widely prevalent An E mail can even make or break a career Detailed discussions have been shared in this Edition on how to write the perfect E mail A completely new chapter has been added on social media tools like LinkedIn Facebook and Twitter Job seekers would learn how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators Book Reviews I have been a regular user of the book by Prof Nira Konar and found it a very reliable resource The chapters on Group Discussion and Body Language are particularly helpful Besides the chapter on Communication Theory has been relevantly and effectively explained keeping in mind the needs of the students Overall the book is very accessible by all levels of students It is a part of recommended reading for my students Nandini Mukherjee Course Coordinator Department of Communicative English St Xavier's College Kolkata An extremely concise lucidly written and reader friendly book that serves as a handy reference manual for all in service English language teachers of degree engineering colleges The B Tech Communicative English syllabus has been closely followed with detailed sections on grammar writing and comprehension The chapters on vocabulary take an insightful look at etymology word origins synonymy and antonymy Detailed word lists and practice exercises make the section extremely helpful for practicing teachers The sections on grammar are fairly detailed offering a thorough analysis of Verbs Tenses Voice Narration Transformation of Sentences and Error Correction There are plenty of practice exercises for the teacher to choose from Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting reports There is a section on professional speaking too which enriches the content of the book On the whole the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come Dr Indrajit Bose Assistant Professor of English GNIT Kolkata Dr Konar s book acts as a comprehensive guide to the students of professional technical as well as basic courses to hone their language skills The language of the book is persuasive fluid and student friendly which makes it useful even to the first generation learners of English The scope of this book extends from word building to report writing and covers almost all the thrust areas of language training in a nutshell Hence it deserves a shelf space in the library of any institution Ayushman Banerjee Assistant Professor in English Haldia Government College Kolkata This is one of the best books on Communication available in the market Dr Nira Konar is a brand by herself whenever English Language Teaching ELT comes into discussion This compact

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