

REPORT WRITING

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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 Enquiry Commissions

Report Writing 1

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