

REPORT-WRITING


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DEFINITION OF A REPORT

A report is a document prepared to provide information, analyze facts, influence decision-making, initiate action, persuade, assist in the policy-making, etc.






OBJECTIVE OF A REPORT

- To explain, to recommend, to request some official action to be taken.
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FEATURES OF A REPORT:

- Should propose how to implement an action plan/activity.
 - Reports should be factual (basis of any report is facts)
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FEATURES OF A REPORT (cont)

- Reports should be based on direct observation, inquiry or investigation, experiment, inspection, experience, research.
 - Reports should help to answer questions and provide information necessary to assist in solving problems in organizations (Why, How, What, When and Where)
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TYPES OF REPORTS:

- **Progress report/ interim report-** this consists of work done so far and what is outstanding or left to be done in respect of assigned job.
- **Quarterly reports-** this is about the office or organizations productivity profits issues of the period/ moment for attention and necessary action. It helps to prompt officials and management before the end of the year's program.




TYPES OF REPORTS (cont.)

- **Annual reports-** this is about the organizations accomplishment/ challenges during the year reflecting on major factors- socio-economic development, finances logistical, infrastructural, environmental issues as well as constraints, difficulties encountered.
- **Audit Reports, Trip Reports, Back to Office Reports, Feasibility Reports etc.**



STRUCTURE OF A REPORT

- Title/page
 - Table of contents(if pages are more than 10 pages)
 - Executive summary(as appropriate)
 - Main Content
 - Appendices-references
 - Appendices-attachments
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MAJOR CONTENTS OF REPORTS

- A. INTRODUCTION/ BACKGROUND-** A brief statement of the purpose/ objectives of all reports.
- B. MAIN BODY-** Information on current status of project/ work, other significant developments, opportunities, state of implementation, other activities, other discussions/ explanations relevant for portraying factual benefits to the respective organization, etc.



MAJOR CONTENTS OF REPORTS (cont.)

C.RECOMMENDATIONS/ CONCLUSIONS

- For such reports to be of effective use to authorities, recommendations should be made as to the next course of action.
- Usually such proposals, recommendations may be subject to variation or changes to be determined by the authorities or appointing body.
- Recommendations should normally contain alternative proposals/solution in order of priority.



REPORT WRITING CHECKLIST

- Gather/ structure the materials on the subject-matter.
- Assess the **SCOPE/SIZE OF THE REPORT**
- Identify/ know the target/ authority reporting to
- Check completion/ submission period/date.




REPORT WRITING CHECKLIST(cont.)

- If report is voluminous/ big then provide an “**EXECUTIVE SUMMARY**” - which sums up the purpose, background, findings and recommendation to enable authorities/ readers to have a summary of the entire report.
- Avoid crowding the report with other material exhibits etc in order to block meaning. Thus use appendices, sub-headings, bold-facing, all to highlight important facts and figures.



CHECKLIST FOR REPORT WRITING (cont.)

- Use simple graphs, charts if need be to present useful and key statistical information and data.
 - Be concise and check for clarity to make the reader appreciate the report in a better way.
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THANK YOU!