# Report Writing

## TERM 6. LECTURE 3.

# Plan:

1. Notion of a report.
2. Types of reports.
3. Structure of a report.

# 1. Notion of a Report.

A report is an orderly and objective presentation of information that helps in

-decision-making and problem solving,

-reviewing and evaluating progress,

-planning the future course of action.

# Report Aims:

Tell the reader about something that has happened.

Tell the reader about a problem/situation that needs to be resolved.

Give useful and clear recommendations regarding how to resolve the issues.

Provide rigorous data that can be trusted and acted upon.

# 2. Types of Reports.

## Classification 1

### Reports by Individuals

-made by one person.

### Reports by Committee

- prepared by the members of the committee;

- written by one person, usually the Secretary or the Convener, with inputs from the other members;

- signed by the convener/ chairperson of the committee.

# Classification 2.

## Routine Reports

- periodical,

- convey information about the progress or status of work/tasks,

- only give the facts,

- usually prepared by filling in printed forms.

## Special Reports

They're required when a special situation or problem arises:

- to investigate and study a specific problem,

- collect information related to it,

- help the management to take a decision.

# Classification 2 (continued)

## Routine

**Information**
(информационный)

**Progress**
(предварительный отчет о ходе работы)

**Inspection**
(отчет по результатам проверки)

**Performance Appraisal**
(отчет по характеристике работника /оценке технических характеристик)

## Special

**First Information**
(первичный информационный отчет)

**Investigation / Research**
(отчет о проведении исследования)

**Feasibility / Survey**
(технико-экономическое обоснование)

**Project**
(отчет о проекте)

**Laboratory**
(лабораторный отчет)

**Analytical**
(аналитический отчет)

# Types of Routine Reports:

**(a)     Information Report (информационный отчет)**

presents facts about a certain given activity in detail without any explanation or comment.

**(b) Progress Report (предварительный отчет о ходе работы)**

gives information about the progress of a project or a task which is in the process of being completed

(such as construction of a building or manufacture of products or implementation of a scheme).

# (c) Inspection Report

## (отчет по результатам проверки)

(e.g., inspection of machinery, buildings, property, etc.)

- is submitted as soon as an inspection is carried out

- is necessary for detecting any irregularities or deviations from standard practice, in day-to-day work

- may be done either at regular intervals or by surprise check in order to ensure that they work properly at all times

## (d) Performance Appraisal Report

**(отчёт по характеристике работника/оценке технических характеристик)**

is meant for assessing and recording the performance of an employee / equipment.

# Types of Special Reports:

## (a) First Information Report
### (первичный информационный отчет)

- is required when there is a disaster (fire, building collapse, robbery or accident) in an organization;

- has to give all the information which is available immediately after the incident occurs

(what happened, about what time, who first noticed it, what steps were taken immediately, the extent of destruction or loss of life, property, important papers, etc.);

- is prepared by a responsible person on-the-spot or the person in charge, for submission to a higher authority.

# (b) Investigation/Research Report
# (отчет о результатах исследования)

- is written after making a thorough study and inquiry;

- requires collection of facts which are not always easy to get;

- the collected information has to be analyzed;

- conclusions have to be drawn and recommendations may have to be made.

# c) Feasibility / Survey Report (технико-экономическое обоснование)

is required when an organization intends to

-launch a new product in the market,

-introduce a new service, or

-make any major changes that may affect the company's customers.

**The purpose** may be

-to consider the suitability of a site for a factory,

-to evaluate the feasibility and financial viability of a project,

-to survey the market,

- to estimate damage.

# (d) Project Report
# (отчет о проекте)

- describes the project in the future and expected results;

- is written after the preliminary survey has been completed;

- is used for planning and also for convincing others, especially sanctioning and funding authorities like government departments and banks.

(e) **Laboratory Report (лабораторный отчет)** is written


-to record observations made in a laboratory test and


-to draw conclusions from the observations.

**(f) Analytical Report (аналитический отчет)** contains:

-the narration of facts,

-collected data and information,

-classified and tabulated data,

- explanatory note,

-the conclusions arrived at or interpretations.

# 3. Structure of a Report

- •1 Letter of transmittal
- •2 Title page
- •3 Table of contents
- •4 List of abbreviations and/or glossary
- •5 Acknowledgements
- •6 Summary/abstract
- •7 Introduction
- •8 Body
- •9 Conclusion
- •10 Recommendations
- •11 References (Bibliography)
- •12 Appendices
- •13 Limitations

**1. Letter of Transmittal** is a letter addressed to the person who commissioned the report.

The letter includes:
• a salutation (e.g., Dear Mr Bhatia,)

• the purpose of the letter (e.g., "Here is the final version of the report on 'XXX' which was commissioned by your company.")

• the main findings of the report

• any important considerations

• an acknowledgement of any significant help

• an expression of pleasure or thanks (e.g., "Thank you for giving us the opportunity to work on this report." )

***Example:***

Dear Mr. Pitt,

Please accept the accompanying Work Term Report entitled "Colour Sonar Imaging Tool for Fish Stock Assessment."

This report is the result of work completed at the Institute of Marine Biology,' Department of Fisheries, Government of Karnataka. During my second work term as a University of Osmania student, I was engaged to assist in field sonar data collection, and the subsequent computer processing of this data, for the purpose of herring stock assessment. In the course of this work I developed innovative colour sonar imaging software in an effort to process the data more efficiently and accurately. This new method of processing sonar data is the subject of this report.

During the course of the term, I had the opportunity to learn much about electronics repair, digital signal processing, computerized data acquisition, and sonar. I feel that this knowledge will be helpful in future work terms, and in my career.

I would like to thank my manager, Sup Ervisor, for his patience and good judgement, as well as the technologists who were always willing to help.

Sincerely,
Stu Dent

## 2. Title Page includes:

• the name of the organization

• the title

• details of the person(s) who prepared the report

• the date of the presentation of the report

# Title Page (Example)

University of South Australia
Division of Information Technology, Engineering and the Environment
School of Electronic and Information Engineering

**Computer Simulation**

Student: Kim Citizen
ID Number: 9599999K

Tutor: Mr T. Ferris

Due date: 15/10/202..

# 3. Table of Contents

shows

1. The full list of sections within the report (including any appendices, reference or bibliographic lists; etc.).
2. The page number on which each section begins.

# Table of Contents

# 4. List of Abbreviations and/or Glossary

If the report includes **abbreviations** which may not be known to all readers of the report, an alphabetical list of them is provided.

*Example:*
AC – alternating current
ALU – arithmetic logic unit
AM – amplitude modulation
CPU – central processing unit
DC – direct current

If there are many technical terms, a **glossary** is also provided.

**A glossary** is an alphabetical list of the terms, with brief explanations of their meanings.

*Example:*
**Authentication** – the process of confirming a claimed identity.
**Conductivity** – the ability of a material to conduct electric current expressed in terms of the current per unit of applied voltage.
**Encryption** – process of numerically changing data to enhance confidentiality.
**Network** – all associated equipment and media creating electronic transmission between any information system(s), such as wired, optical, wireless, IP, synchronous serial, telephony, etc.
**Server** – any computer providing a service over the network.

# 5. Acknowledgements

This is the appreciation to persons who helped the writer of the report with information, collection of data, references, discussion and so on.

*Example:*
I would like to express my deepest appreciation to all those who provided me the possibility to complete this report. A special gratitude I give to our final year project manager, [*Ms/Mr/Dr Surname*] whose contribution and encouragement helped me to coordinate my project especially in writing this report.

# 6. Summary

The summary contains the overview of the most important aspects of a report.

It should be one-half of a page in length but no more than one page or 250 words.

*Summary Example*

We have been contracted by Lenz AG, a German manufacturer of mobile telephones, and asked about the possibility of a cooperation agreement. We would adapt our business software for use in their products. Tests show that their product is a very good one and popular with our target market.

# 7. Introduction

The introduction shows the points that will be looked at.

It can include:
- a description of the topic, purpose(s) and objective(s)
- a statement of the problem(s)
- a survey of background information
- a review of previous work/research and the relationship to the current project
- the method(s) of approach
- an indication of the scope and limitations of study
- an outline of material presented in the rest of the report

# Speech Patterns for Introduction

| | |
|---|---|
| This report presents… | В этом отчете представлено… |
| The purpose of this research was to find out... | Целью данного исследования было... |
| This involved visiting (analyzing, observing, speaking to) ... | Это включало посещение (анализ, рассмотрение / наблюдение, беседы с) ... |
| This survey was carried out... | Это исследование проводилось... |
| The report begins with… | В начале отчета… |
| To better understand …, the detailed classifications, characteristics and mechanisms of … are summarized in Section 1 of this review. | Для лучшего понимания …, детальные классификации, характеристики и механизмы … кратко изложены в Разделе 1 этого отчета. |
| The issues addressing these concerns will be presented in Section 2. | Вопросы, связанные с этими проблемами, будут представлены в Разделе 2. |
| The results of the laboratory and field tests on … under a range of conditions are then presented and analyzed. | Результаты лабораторных и эксплуатационных испытаний … в различных условиях затем представлены и проанализированы. |
| Finally, limitations of the project are discussed, and recommendations are made for future work. | Наконец, обсуждаются недостатки работы и даются рекомендации для дальнейшей работы. |

# 8.Body

1)Procedure    2)Results    3)Discussion

# 1)Procedure

**Methods:**

- <u>Records (отчетность) of the organization</u> (data on production, sales, recruitment, marketing, expenditure, etc.)
- <u>Observation</u> (watching certain phenomena involved in a problem)
- <u>Interrogation</u> (interviewing, questionnaires, asking for expert's opinion)
- <u>Reference</u> to books, directories, standard publications.
- <u>Visits and personal inspection</u>.
- <u>Experimentation</u>.

**Equipment apparatus:**

- A list of the equipment apparatus and details of its arrangement.

# Speech Patterns (Procedure)

| | |
|---|---|
| … was/has been investigated using the method of … | …исследовался с использованием метода… |
| The structure of … was/has been studied by (the method of) … | Структура … изучалась методом… |
| The phenomenon of … was/has been analyzed (by means of) … | Явление … анализировалось посредством… |
| The process of … was/has been examined making use of technique of … | Процесс … изучался с использованием метода… |
| The function of … was/has been analyzed by … | Функция … анализировалась … |
| A method of … is proposed. | Предлагается метод … |
| The methods used for … are discussed. | Описываются методы, используемые для … |

| | |
|---|---|
| First, ... | Во-первых, ... |
| Then, ... (Next..., After that...) | Затем... |
| Finally, ... | Наконец, ... |

## 2) Results

Results are the facts discovered.

## 3) Discussion

Discussion is the explanation, analysis and interpretation of the results.

| | |
|---|---|
| The relationship between… was/ has been established. | Взаимосвязь между … была установлена. |
| The interaction between … was/ has been determined. | Была определена взаимосвязь между … |
| The parameters of … were/have been calculated. | Были вычислены параметры… |
| Some information concerning … was/has been obtained. | Была получена информация, касающаяся… |
| The properties of … were/have been evaluated. | Была дана оценка свойствам … |
| It was/has been found that … | Обнаружено, что… |
| It was/has been shown that … | Было показано, что… |
| It was/has been established that … | Было установлено, что … |
| The most important results are as follows … | Самые важные результаты имеют следующий вид … |

# Use of Illustrations

1) A report becomes much more readable, clear and effective if the findings are explained with relevant illustrative data like diagrams, graphs, charts, plans or maps.

2) Every illustration should have a number and a title and should be mentioned in the text of the report.

*For example:*

— As can be see in table 4...

— Figure 3 shows...

— ..a substantial increase is seen (table 6).

3) A table has a title placed *above* it.

A figure has a title placed *below* it.

Complicated illustrations are given as Appendices.

**Table 3**  Base SI units

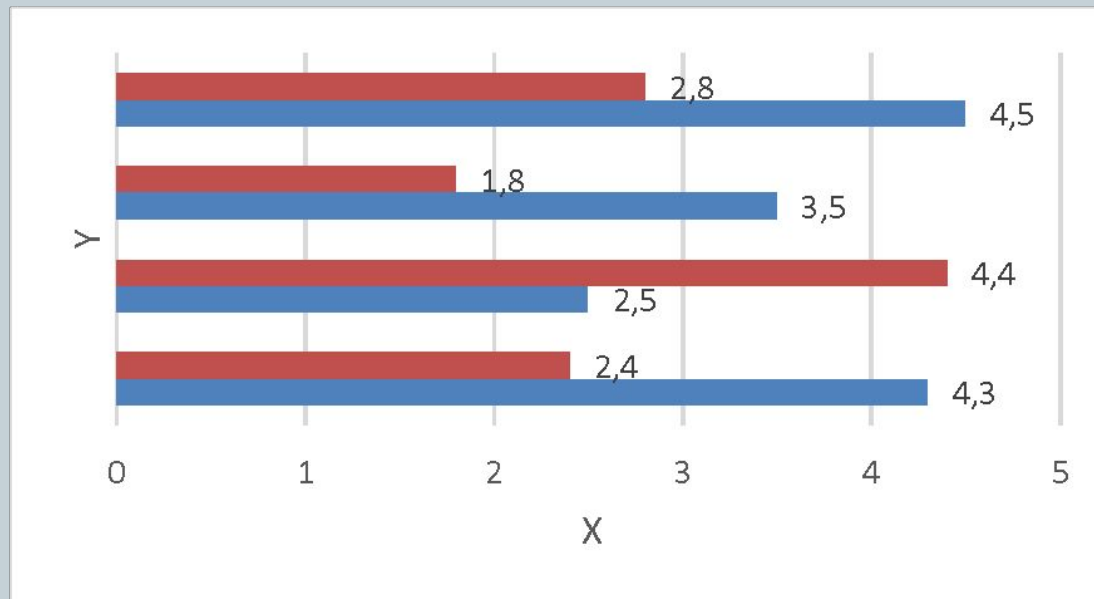| Quantity | Unit | Symbol |
|---|---|---|
| length | metre | m |
| mass | kilogram | kg |
| time | second | s |
| electric current | ampere | A |
| thermodynamic temperature | kelvin | K |

Figure 2 shows the dependence of X on Y.



*Figure 2*:  *The dependence of X on Y.*

# 9. Conclusion

The conclusion is where you sum up the general conclusion(s) you have reached. It is what you think about the facts and how you interpret them.

*Speech patterns (Conclusion)*

| In conclusion… | В заключении… |
| --- | --- |
| All things considered… | Рассмотрев все, … |
| To sum up… | Итак, … |
| All in all … | В общем и целом, / В итоге, … |

# 10. Recommendations

Recommendations suggest actions to be taken in response to the findings of a report. You can regard recommendations as a prompt to action for your readers.

*Examples:*
- The committee makes the following recommendations: ...
- The sub-committee recommends the following steps: ...
- The following steps are recommended: ...

# 11. References (Bibliography)

<u>(References) Bibliography</u> is the list of books, articles and other sources used by the report writer.

It is arranged in an alphabetical order of the surnames of the authors.

<u>Publication details:</u>
— The writer/s or editor/s
— The title
— The publisher
— The date of publication

*Example:*

Neufeld, J. K. 2021, A Handbook for Technical Communication, Prentice Hall, Englewood Cliffs, New Jersey

# 12. Appendices (Приложения)

- Appendix (plural: appendices or appendixes) is supplementary material given at the end of the report.
- If there is more than one appendix, they are numbered.
- You should refer to the material in your Appendices in the same way you would to tables and figures: (*see* Appendix 1).

# 13. Limitations

Allows for more critical assessment

Shows professional awareness

Acknowledges difficulties

*For example:*

The study has potential limitations. The effect estimates in the model are based on prospective observational studies. They are therefore subject to biases that may have influenced our model estimates.

# Thanks!