

Unit – 5

Report writing

What is a Report?

In academia there is some overlap between reports and essays, and the two words are sometimes used interchangeably, but reports are more likely to be needed for business, scientific and technical subjects, and in the workplace.

Whereas an essay presents arguments and reasoning, a report concentrates on facts.

Essentially, a report is a short, sharp, concise document which is written for a particular purpose and audience. It generally sets out and analyses a situation or problem, often making recommendations for future action. It is a factual paper, and needs to be clear and well-structured.

Requirements for the precise form and content of a report will vary between organisation and departments and in study between courses, from tutor to tutor, as well as between subjects, so it's worth finding out if there are any specific guidelines before you start.

Reports may contain some or all of the following elements:

- A description of a sequence of events or a situation;
- Some interpretation of the significance of these events or situation, whether solely your own analysis or informed by the views of others, always carefully referenced of course (see our page on **Academic Referencing** for more information);
- An evaluation of the facts or the results of your research;
- Discussion of the likely outcomes of future courses of action;
- Your recommendations as to a course of action; and
- Conclusions.

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Business Communication (For University of Delhi, B.Com Hons., Sem.6) Pooja Khanna, Effective communication is the key to success in life We live in an era where words and gestures play an important role in effective communication Businesses operate in various circumstances and it is paramount that the communication between different parties concerned is clear and effective and also takes into account the cultural sensitivities This is where the concept of Business Communication comes to play This book written in accordance with the syllabus of the University of Delhi is an attempt to equip the readers with skills required to communicate effectively in a business situation It would also be useful for the students of BCom BBA and MBA of other universities and for anyone looking to learn the nitty gritty of business communication KEY FEATURES Analysis of vital components of business communication Informative use of illustrations examples diagrams and pictures Inclusion of review questions and university examination questions New tools for business communication like emails teleconferencing video conferencing telex fax discussed in detail **English Communication For B.A., B.Com., and B.Sc. Students | NEP Jharkhand** Pooja Khanna, As per the guidelines of National Education Policy 2020 for all universities and colleges of Jharkhand this book will introduce students to the theory fundamentals and tools of communication to help them develop vital communication skills that would be integral to personal social and professional interactions With minimal textual emphasis and optimal use of practice exercises an effort has been made to make learning a pleasure for the students While some sections have been included from theoretical point of view several passages have been introduced to expose the readers to more interesting materials **Business Communication And Report Writing** G. S. R. K. Babu Rao, 2003 Report Writing for Business and Industry Steven Golen, C. Glenn Pearce, Ross Figgins, 1985 Report Writing for Business Raymond Vincent Lesikar, 1977 Business Communications: Principles and Methods William C. Himstreet, Wayne Murlin Baty, 1972 **Subject Catalog, 1982** Library of Congress, 1982 **Proceedings** American Society for Engineering Education, 1987 Business Communications William C. Himstreet, Wayne Murlin Baty, 1981 For an undergraduate or possibly graduate course in introductory business communication found in departments of business including marketing management and information systems business education English and communications The Cumulative Book Index, 1995 A world list of books in the English language Subject Catalog Library of Congress, An Annotated Bibliography on Technical Writing, Editing, Graphics, and Publishing, 1966-1980, 1983 **Writer's Directory** Saint Martins Press Inc, 1994 **Excellence in Business Communication** Courtland L. Bovée, John V. Thill, Ava Cross, 2005 This full colour text provides a dynamic way of bringing the real world into the classroom It is the only textbook to combine all the basic principles with real world simulations featuring actual companies simulations which provide students with on the job experience in ways that no other textbook can match Recording for the Blind & Dyslexic, ... Catalog of Books, 1996 *Effective Business Communication* Jennifer MacLennan, 1999 *Effective Business Communication* Cecil Brown

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