

REPORT WRITING

DEFINITION :

Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. Reports can be academic, technical or business related, and feature recommendations for specific action. For example – report writing about a school event, report writing about a business case, etc.

Reports are written to present facts about a situation, project or process and will define and analyze the issue. Reports convey observations to a specific audience in a clear and to the point.

Features of good Report Writing

- ❑ It has a clear thoughts
- ❑ It is complete & self-explanatory
- ❑ It is comprehensive but compact
- ❑ It is accurate in all aspects
- ❑ It has suitable format for readers

- ❑ It support facts & is factual
- ❑ It has an impersonal style
- ❑ It has proper date & signature
- ❑ It has a reference to relevant details
- ❑ It follows an impartial approach

SAMPLE 1 :

A Report About Two Day Technical Fest Held At XYZ Engineering College

I . TITLE PAGE

A REPORT ABOUT TWO DAY TECHNICAL FEST HELD AT XYZ ENGINEERING COLLEGE

PREPARED BY :

NAME: XXXXX

BRANCH: XXXXX

ROLL NO : XXXX

PREPARED FOR :

THE PRINCIPAL

ABC, ENGINEERING COLLEGE

HYDERABAD.

DATE OF SUBMISSION

20TH FEBRUARY ,2019.

SAMPLE 2:

A REPORT ABOUT FIRE ACCIDENT OCCURRED AT WORKSHOP OF XYZ AUTO MOBILE COMPANY

**A REPORT ABOUT FIRE ACCIDENT
OCCURRED AT WORKSHOP OF XYZ AUTO MOBILE COMPANY**

**PREPARED BY :
NAME: XXXXX
DESIGNATION: PRODUCTION ENGINEER
XYZ AUTO MOBILE COMPANY**

**PREPARED FOR :
NAME: XXXXX
THE DIRECTOR
XYZ AUTO MOBILE COMPANY
HYDERABAD.**

**DATE OF SUBMISSION
20TH FEBRUARY ,2019**

SAMPLE 3:

A Report On Blood Donation Camp In Your College

II. ABSTRACT:

With reference to the fire accident that took place a couple of days ago in our company's workshop, the following report is submitted after a thorough analysis of the facts.

III. INTRODUCTION

On the 25th February 2015, a fire broke out around 02:00 pm in the workshop adjacent to sales department of our company. It experienced a tragic fire accident caused by short circuit. It spread so quickly that it engulfed a vast area consuming a large number of tools and other materials which are kept in the store room of the workshop. Technicians who were in the workshop escaped with minor injuries.

IV :DESCRIPTION :

Upon investigations, it was found that there was a short circuit in the main line. In addition, it was found that the wires were worn out and needed replacement. As all the fittings in the rooms were in operation, the fire spread very fast. It is estimated that the fire accident caused damage to the equipments worth 50 lakhs.

V. CONCLUSION:

In order to avert or overcome such mishaps in future, the following precautions are recommended.

1. The worn out wiring should be immediately replaced and checked at regular intervals for leakages.
2. It is extremely necessary to install more fire extinguishers at various points.
3. Proper fuses must be installed to avoid the excess flow of current.
4. employees should be trained to handle the electric components safely along with fire extinguishers.

If the above measures are implemented forthwith, such accidents can be prevented in future and thereby great loss to property and human can be averted.