

Report Writing

A **report** is an informative formal piece of writing. It concerns a particular person, place, situation, plan, etc. It is addressed to one's superior / colleagues, members of a committee, etc. It is written in response to a request or instruction.

Types of reports

- **Assessment reports** - present and evaluate the positive and/or negative features of a person, place, plan, etc. They also include your opinion and/or recommendation.
- **Informative reports** present information concerning a meeting that has taken place, progress made on a project, etc.
- **Survey reports** present and analyse information gathered from door-to-door surveys/questionnaires, including conclusions drawn from this information and suggestions or recommendations.
- **Proposal reports** present plans, decisions or suggestions concerning possible future courses of action for approval by one's superior at work, a bank manager, members of a committee, etc.

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Puja Mehta



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