

## Report Writing: An Overview

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### Abstracts:

A Report is a vital part of the Business and the Academic worlds. The Writing a Report involves gathering and analyzing information, and then presenting it appropriately to a target audience. This paper is mainly highlights for Objectives, Features, Ten Characteristics of an Incredibly Dull Paper, Types, Purpose, Significance, Guidelines, What to Avoid?, Five Rules, Steps, Stages, Procedure, Planning, Collecting Information, Organizing Information, Writing Skills, Style, Format, Presentation, Redrafting and Checking.

### Keywords/Descriptors:

Report Writing, Objectives, Types, Purpose, Significance, Guidelines, What to Avoid?, Five Rules, Steps, Stages, Procedure, Planning, Writing Skills, Style, Format, Presentation, Redrafting and Checking.

### 1. Introduction:

A report can be defined as a testimonial or account of some happening. It is purely based on observation and analysis. A report gives an explanation of any circumstance. In today's corporate world, reports play a crucial role. They are a strong base for planning and control in an organization, i.e., reports give information which can be utilized by the management team in an organization for making plans and for solving complex issues in the organization. A report discusses a particular problem in detail. It brings significant and reliable information to the limelight of top management in an organization. Hence, on the basis of such information, the management can make strong decisions. Reports are required for judging the performances of various departments in an organization.

### 1.1. An Effective Report can be written going through the following Steps:

- Ø Determine the objective of the report, i.e., identify the problem.
- Ø Collect the required material (facts) for the report.
- Ø Study and examine the facts gathered.
- Ø Plan the facts for the report.
- Ø Prepare an outline for the report, i.e., draft the report.
- Ø Edit the drafted report.
- Ø Distribute the draft report to the advisory team and ask feedback and recommendations.

### 1.2. The Essentials of Good/Effective Report Writing:

- Ø Know your objective, i.e., be focused.
- Ø Analyze the niche audience, i.e., make an analysis of the target audience, the purpose for which audience requires the report, kind of data audience is looking for in the report, the implications of report reading, etc.

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- Ø Decide the length of report.
- Ø Disclose correct and true information in a report.
- Ø Discuss all sides of the problem reasonably and impartially. Include all relevant facts in a report.
- Ø Concentrate on the report structure and matter. Pre-decide the report writing style. Use vivid structure of sentences.
- Ø The report should be neatly presented and should be carefully documented.
- Ø Highlight and recap the main message in a report.
- Ø Encourage feedback on the report from the critics. The feedback, if negative, might be useful if properly supported with reasons by the critics. The report can be modified based on such feedback.
- Ø Use graphs, pie-charts, etc to show the numerical data records over years.
- Ø Decide on the margins on a report. Ideally, the top and the side margins should be the same (minimum 1 inch broad), but the lower/bottom margins can be one and a half times as broad as others.
- Ø Attempt to generate reader's interest by making appropriate paragraphs, giving bold headings for each paragraph, using bullets wherever required, etc.

### 1.3. Definition:

- Ø Research report is a condensed form or a brief description of the research work done by the researcher. It involves several steps to present the report in the form of thesis or dissertation.
- Ø A report is a statement of the results of an investigation or of any matter on which definite information is required. (Oxford English Dictionary)
- Ø Research reporting is the oral or written presentation of evidence and the findings in such details as to be steadily understood and assessed by the reader and as to enable him to verify the validity of the conclusions.
- Ø Report writing is thus the end product of a research activity. The research report depends on each investigation problem, the novelty or familiarity of the methods, volumes of facts, and techniques of analysis and so on.
- Ø A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis. Reports may refer to specific periods, events, occurrences, or subjects, and may be communicated or presented in oral or written form.

## 2. Objectives, Features and Characteristics, Types of Report:

### 2.1. Objectives:

- Ø Understand the purposes of a report
- Ø Plan a report
- Ø Understand the structure of a report
- Ø Collect information for your report
- Ø Organise your information
- Ø Use an appropriate style of writing
- Ø Present data effectively
- Ø Understand how to lay out your information in an appropriate way

### 2.2. Features of Report:

- Ø **Complete and Compact Document**

- Ø **Systematic Presentation of Facts Prepared in Writing**
- Ø **Provides Information and Guidance**
- Ø **Self-explanatory Document**
- Ø **Acts as a Tool of Internal Communication**
- Ø **Acts as Permanent Record**
- Ø **Time Consuming and Costly Activity**
- Ø Conciseness      Ø      Clarity
- Ø Honesty          Ø      Completeness
- Ø Accuracy

### 2.3. Ten Characteristics of an Incredibly Dull Paper:

(Sand-Jenson in Oikos 2007, 116 723 (C&E News Sept 10, 2007))

- Ø Avoid Focus
- Ø Avoid originality and personality
- Ø Make the article really long
- Ø Do not indicate any potential implications
- Ø Leave out illustrations (...too much effort to draw a sensible drawing)
- Ø Omit necessary steps of reasoning
- Ø Use abbreviations and technical terms that only specialists in the field can understand
- Ø Make it sound too serious with no significant discussion
- Ø Focus only on statistics
- Ø Support every statement with a reference

### 2.4. Types of Report:

- Ø Accident reports      Ø      Agendas for committee meeting
- Ø Annual reports        Ø      Appraisal reports
- Ø Audit reports         Ø      Comparative testing reports
- Ø Duty notes reports    Ø      Explanatory reports
- Ø Feasibility reports    Ø      Informative reports
- Ø Instructional manuals Ø      Interview reports
- Ø Investigation into financial affairs of a company reports
- Ø Minutes                Ø      Process description reports
- Ø Progress reports       Ø      Research reports
- Ø Scientific reports     Ø      Student project reports
- Ø Systems evaluation reports
- Ø Technical reports      Ø      Technological reports
- Ø Trouble-Shooting reports

### 3. Purpose, Significance, Guidelines, Five Rules of Report Writing:

#### 3.1. Purpose:

- Ø Present in conference      Ø      Publish in journals or articles
- Ø Get grant or financial aid    Ø      Education & administration
- Ø Have implications or recommendations in clinical practice,

#### 3.2. Significance:

- Ø It is consider as a major component
- Ø The research will be incomplete, if the report has not presented or written
- Ø As a good problem, well designed and good findings are little value unless they are effectively communicated to others

- Ø The purpose of research is not well served unless the findings are made known to others

### 3.3. Guidelines:

- Ø Be objective.
- Ø Minimize the use of technical language.
- Ø Use present tense & active voice.
- Ø Treat the data confidentially.
- Ø Revise and rewrite.
- Ø Use visual aids.
- Ø Report should show originality.
- Ø It must provide a ready availability of the findings.
- Ø The layout must be appropriate and accordance with the objective.
- Ø Report should be free from grammatical mistakes.
- Ø Report must present the logical analysis of the subject matter.
- Ø It must be an attempt to solve some intellectual problems.
- Ø Index must be prepared & appended at the end.
- Ø Report must be attractive in appearance, neat & clear whether typed or printed.
- Ø It should state the policy implications relating to the problem under consideration. Appendices should be enlisted in respect of all the technical data in the report. Bibliography of sources consulted is a must for a good report.

### 3.4. Five Rules:

#### 3.4.1. Start at the End:

We usually write papers or reports in a historical way, finishing with our results and conclusions. But readers usually want to know our findings before learning how they were obtained. Technical reports and learned articles are not detective stories. We therefore should start at the end, giving our main results and conclusions first.

#### 3.4.2. Be Prepared to Revise:

Few people can write clearly without revision.

#### 3.4.3. Cut Down on Long Words:

Technical writing is often dense and heavy. It can be made more readable by using shorter sentences and fewer long words.

#### 3.4.4. Be Brief:

Brevity is best achieved by leaving things out. This works at all levels: sections, paragraphs, sentences, and words.

#### 3.4.5. Think of the Reader:

We must consider what our readers will do with our report or paper. What will they want to communicate to others?

### 4. Steps, Stages, Procedure, Planning, Collecting & Organizing Information of Report Writing:

#### 4.1. Steps:

- Ø Logical analysis of the subject-matter
- Ø Preparation of the final outline
- Ø Preparation of rough draft
- Ø Rewriting and polishing

- Ø Preparation of final bibliography
- Ø Writing the final draft

#### 4.2. Stages of Report Writing:

- Ø Clarifying your terms of reference
- Ø Collecting your information
- Ø Writing the first draft
- Ø Planning your work
- Ø Organising and structuring your information
- Ø Checking and re-drafting.

#### 4.3. Procedure of Report Writing:

- Ø Defining the aims to be achieved
- Ø Writing a report plan
- Ø Structuring clearly
- Ø Editing
- Ø Deciding the appropriate format
- Ø Selecting the content
- Ø Drafting
- Ø Writing final version

#### 4.4. Planning your Reports:

Careful planning will help you to write a clear, concise and effective report, giving adequate time to each of the developmental stages prior to submission.

- Ø Consider the report as a whole
- Ø Break down the task of writing the report into various parts.
- Ø How much time do you have to write the report?
- Ø How can this be divided up into the various planning stages?
- Ø Set yourself deadlines for the various stages.

#### 4.5. Collecting Information:

There are a number of questions you need to ask yourself at this stage:-

- Ø What is the information you need?
- Ø How much do you need?
- Ø In what order will you arrange it?
- Ø Where do you find it?
- Ø How shall you collect it?

You may have much of the Information you need already such as results from a laboratory experiment or descriptions of your methods of data collection. However, there may be other material which is needed such as background information on other research studies, or literature surveys. You may need to carry out some interviews or make a visit to the University Library to collect all the Information you need.

- Ø Make a list of what Information you need.
- Ø Make an action plan stating how you are going to gather this.

#### 4.6. Organizing Information:

One helpful way of organising your information into topics is to brainstorm your ideas into a 'Spider Diagram.'

- Ø Write the main theme in the centre of a piece of paper.
- Ø Write down all the ideas and keywords related to your topic starting from the centre and branching out along lines of connecting ideas.
- Ø Each idea can be circled or linked by lines as appropriate.
- Ø When you have finished, highlight any related ideas and then sort topics.
- Ø Some ideas will form main headings, and others will be sub-sections under these headings.
- Ø You should then be able to see a pattern emerging and be able to arrange your main headings in a logical order

#### 5. What to Avoid?

- Ø Data without scientific discussion, applications of data, or reviews of the literature are

not sufficient.

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- Ø Routine synthesis and characterization of nonmaterial or studies that report incremental advance are not considered suitable for publication.
- Ø Use of the phrase “Novel“ or “First-time“ in the title or abstract. Such descriptions do not impress the reader or the reviewer. (Other over used phrases “One-pot synthesis“, “Facile“)
- Ø Names of flowers, fruits and vegetables to describe the Nan particle/nanostructure shapes/morphology

### 5.1. Report Writing Skills:

A report is a formal piece of written work based on facts, process or rest. It is usually written in a concise style, giving precise details. It is useful to draw the attention of your learners to three important points:

**Audience:** Who is the report for?

**Aims:** What end results do they want-to inform, persuade, recommend?

**Topic and Focus:** What is the main subject area and which particular aspect/issues will the report cover?

### 5.2. Style of Writing:

The report should be written whether in the active or passive voice. The active voice allows writing short sentences. The passive appears more formal and considered. Be aware of these differences and avoid mixing the two voices.

#### 5.2.1. Simplicity:

Most written reports should avoid using overly complicated language. Its message must be clear.

#### 5.2.2. Use of Language:

Most reports should avoid the use of subjective language

#### 5.2.3. Layout:

Most report has a progressive numbering system. The most common system is the decimal notation system.

### 6. Format for Writing Report:

- |                      |                    |
|----------------------|--------------------|
| Ø Preliminary Page   | Ø Title Page       |
| Ø Approval Sheet     | Ø Acknowledgement  |
| Ø Preface or Forward | Ø Table of Content |
| Ø List of Tables     | Ø List of Figures  |

### 6.1. Main Body of the Report

#### 6.1.1. Introduction Section:

- |                           |                                |
|---------------------------|--------------------------------|
| Ø Problem Statement       | Ø Assumptions                  |
| Ø Operational Definitions | Ø Variables                    |
| Ø Abstract                | Ø Review of related Literature |

#### 6.1.2. Methodological Section:

- |                        |                     |
|------------------------|---------------------|
| Ø Research Design      | Ø Research Approach |
| Ø Research Setting     | Ø Population        |
| Ø Data Collection Tool | Ø Data Analysis     |

#### 6.1.3. Result Section:

- Ø Study findings can be represented in graphical or non graphical form

#### 6.1.4. Ethical Section:

- Ø Summary Ø Discussion

- Ø Conclusion
- Ø **6.1.5. Implication Section:**
- Ø Utilized in the field of nursing administration, education & clinical practice.
- Ø Limitations & Recommendations
- Ø Bibliography or Reference
- Ø Appendix

#### **7. Presentation:**

The following suggestions will help you to produce an easily read report;

- Ø Leave wide margins for binding and feedback comments from your tutor.
- Ø Paragraphs should be short and concise.
- Ø Headings should be clear - highlighted in bold or underlined.
- Ø All diagrams and illustrations should be labeled and numbered.
- Ø All standard units, measurements and technical terminology should be listed in a glossary of terms at the back of your report.

#### **8. Redrafting and Checking:**

Once you have written the first draft of your report you will need to check it through. It is probably sensible to leave it on your desk for a day or so if you have the time. This will make a clear break from the intensive writing period, allowing you to view your work more objectively.

Assess your work in the following areas:

- Ø Structure
- Ø Content
- Ø Style

Look at the clarity and precision of your work.

#### **9. Summary:**

The Skills Involved in writing a Report will help you to condense and focus information, drawing objective findings from detailed data. The ability to express you clearly and succinctly is an important skill and is one that can be greatly enhanced by approaching each report in a planned and focused way. Writing of report is an important element for good researcher. Without good report the research cannot fulfill its objectives.

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## PERSONALITY OF CO-EDUCATIONAL AND UNI- EDUCATIONAL COLLEGE GIRL STUDENTS

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**ABSTRACT :** *The present study was undertaken to study personality among girls studying from co-educational & uni-educational colleges (50 girls of co-educational colleges & 50 girls of uni-educational colleges). Within the age of 16 to 20 years from two colleges of Ahmednagar District of Maharashtra were selected as a sample. Data was collected by administering personality Scale by M.P.I. – Hindi Version of Eysenck's and prepared by S. Jalota and S.D. Kapoor. The data obtained was analyzed statistically and the study reveals that there is no significant difference in personality among girls studying from co-educational and uni-educational colleges.*

**KEYWORDS:** *Personality, Co-Education, Uni- Education.*

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### • INTRODUCTION

Environment plays a very important role in the personality development of the Human. The type of environment, determines the development of a person. If environment is very stimulating and rich, it will create favorable impression in the person on his/her development and if this environment is dull or insipid, behavior is likely to be shaped in an unhealthy way. Home plays an important role in molding the personality of girls in early infancy. Home is the first socializing agency where the girl learns the patterns of behavior prevalent in the community.

Colleges are one important place where students have contacts with their peers, form friendship, and participate in social groups with other students. As students grow from infancy through adolescence, peers are increasingly important in their lives. Their interactions become more complex with age. In adolescence- peer relationship affect whole personality. Girls and Boys have different characteristics, needs etc. to each other, therefore people think that due to these differences it is must to provide different educational conditions and for this purpose tradition of uni educational emerges. But with the modernization of society people think that for development of an androgynous personality of individual or for better development of