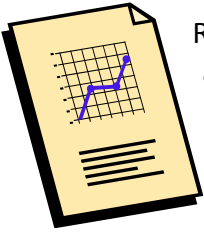


## Report Writing



Reports are part of business life and as a student you may be required to write reports as part of an assessment. Reports can consist of just a few lines written as a memo or minute; or they can be long, formal documents. Whatever the size or structure, the main function of any report is to inform. You need to present your information as clearly and concisely as you can.

### Format

Reports can be classified in various ways, but the most widely used format is the **short formal report**. This is an analytical report which gives the facts and interprets them. It may present these in the form of charts or tables. The report should comment on the facts, suggest reasons for them and explain their significance. It also draws conclusions and makes recommendations based on the facts.

### Goal

The style and content of your report should be appropriate to its intended audience. If you are writing for a client, such as your work placement employer, tailor the report to their requirements. Remember to evaluate different options before making recommendations, and if appropriate include details of costs and possible profits/losses.

Below is a timetable you can follow for writing any report.

- **Define the scope**
  - Clarify this with the person who asks for the report
  - Define it yourself by writing down a working title
- **Gather information**
  - From primary sources such as:
    - direct observation
    - interviews
    - written questionnaires
    - tables or graphs
- **Collate the information**
  - Discard any that is irrelevant or duplicated
  - Highlight important information
  - Clarify any contradictions of facts
- **Prepare a writing plan**
  - Make a sequential list of things to write about.
- **Write a draft**
  - Include everything that is necessary for the final report. Check back to make sure that the content matches the requirements of your brief and the scope of the report.
- **Write the final report**
  - Edit and polish the language style.
  - Follow an established layout for ease of reading and indexing. See the example report below.



## Example of a Report

Title: **REPORT ON THE BRITISH MUSIC INDUSTRY**

### 1.0 Terms of reference/Introduction

On the instructions of ... on memo...

### 2.0 Methodology

2.1 What you did first (e.g. inspection or gather information from graphs etc.)

2.2 What you did next (e.g. interviews or analyse the data)

### 3.0 Findings

3.1 The British Music Industry today

3.1.1 London

3.1.2 Outside London

3.2 Surrounding issues...and so on

### 4.0 Conclusions

May be numbered or just one logical paragraph

### 5.0 Recommendations

5.1 That the Music Industry looks at it's profile.

5.2 That the Music Industry looks at new markets (based on your own findings)

Reporting officer/s: Name/s and titles at the end of the report.

Date: Date report completed

For a long report it is usual to attach an abstract or single-sheet summary of the major points at the beginning of the report proper.

### Style and Tone

- Always be factual and objective.
- Distinguish between facts and conclusions.
- Keep technical language to a level that the reader will understand.
- Avoid jargon. Use plain English at all times.
- Be consistent with layout.



**For further help and advice ask at the LRC.  
Staff will be happy to help you!**

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