

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.

Business Communication And Report Writing By Murphy

Simon Mort



Business Communication And Report Writing By Murphy:

Business Information Sources Lorna M. Daniells, 1993 This is the reference work that librarians and business people have been waiting for Lorna Daniells's updated guide to selected business books and reference sources Completely revised with the best most recent information available this edition contains several new sections covering such topics as competitive intelligence economic and financial measures and health care marketing Handbooks bibliographies indexes and abstracts online databases dictionaries directories statistical sources and periodicals are also included Speedy access to up to date information is essential in the competitive computerized business world This classic guide will be indispensable to anyone doing business research today *Effective Business Communications* Herta A. Murphy, Charles Edwin Peck, 1980 The Murphy book gives strong emphasis to completeness conciseness consideration concreteness clearness courteousness and correctness in business communication These seven Cs guide student readers to choose the content and style that best fits the purpose and recipient of any given message Pedagogically rich most chapters in this paperback text include checklists mini cases and problems Communication Probe boxes which summarize related research and sidenotes that isolate significant points that should not be missed Two new chapters are devoted to ethics and technology respectively

Professional Report Writing Simon Mort, 1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort's book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind

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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Business Communication And Report Writing By Murphy**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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