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**VIRTUAL CLASSES
ORGANISED BY BOS, ICAI**

**FOUNDATION
PAPER 2: BUSINESS CORRESPONDENCE AND
REPORTING**

Faculty: Jyoti Singal



Report Writing

What is a report?

- Report is an account of an event, issue or subject.
- It is considered to be an official form of document (As it includes facts and figures)
- It needs thorough investigation and study.
- It should be for a particular audience.
- It follows a specific format.

Understanding the word ‘Report’

Re+ port

Re means again; **Port** means to carry.

A *report* is a paper, article, announcement, or similar account that contains detailed information that someone has gathered through observation, study, or other research.

It can be a spoken or a written report . (Remember ‘Reported speech’)

Easy way: to give an account of; to relate; to tell; to circulate publicly, as a story; as, in the common phrase, it is reported

Types of Reports

1) Newspaper reports

- a) News stories
- b) Sports event
- c) Entertainment event
- d) Inaugurations
- e) Social cause

2) Magazine reports

- a) School/college

3) Official reports

- a) For organizations

Format of Newspaper report

Headline

By (Name of correspondent)

Place, Date

Body of the report (Main details)

Sample Newspaper Report

(Source: Indian Express)

As onion prices rise, BARC unit to increase shelf life lies unused

Zeeshan Shaikh : Lasalgaon, Sat Aug 17 2013, 22:39 hrs

After high onion prices pulled down the BJP governments in Delhi and Rajasthan in 1998, the NDA government asked the Bhabha Atomic Research Centre to set up an irradiation unit in the country's largest onion market — Lasalgaon in Nashik district — to treat onions and increase their shelf life.

The unit was set up in 2002 at a cost of Rs 8 crore. But 11 years down the line, the Krushi Utpadan Sanrakshan Kendra or KRUSHAK — as the unit is called today — lies dormant, barring its periodic use to irradiate kesar mangoes that are exported to the US.

The irony of mangoes being irradiated in the heart of the nation's onion belt is lost on many farmers of the region, many of whom are not even aware what purpose the sprawling facility that is located 500 metres from the market serves. "I do not know what happens inside. But a lot of my friends tell me that it is a facility used to make and test bombs," says Nandu Kor, an onion farmer from nearby Chittagong.

Sample Newspaper report

(Source: The Hindu)

Wholesale sales of passenger vehicles, two-wheelers rise in August

Special Correspondent NEW DELHI , September 11, 2020 22:08 IST

Growth indicates recovery: SIAM chief

Automakers saw positive growth in dispatches to the dealers in August with passenger vehicle (PV) sales rising 14.2% and two-wheeler sales increasing 3%, amid expectation of better demand during festive season.

As per the data from the Society of Indian Automobile Manufacturers (SIAM), domestic wholesale sales of PVs stood at more than 2.15 lakh units in August, a growth of 14.2% from the year-earlier period. Similarly, two-wheelers sales rose 3% to more than 15.59 lakh units. While motorcycle sales rose 10% to more than 10.32 lakh units, scooter sales declined 12% to about 4.56 lakh units.

Magazine Report

Title/Heading

Name of the author

Body of the report/Details

(For school magazines: Cultural fests, events, investiture ceremonies)

(For daily magazines: Inaugurations, Foundation ceremonies, Fashion events, Festival parties etc)

Sample Magazine Report

10 K Women's Marathon

By Seema Trivedi

On 12th September, 2020, the sports minister of ABC State, Shri Maheshwari arrived at the Prakash Sports Stadium, Guntur to declare the Women's 10 k marathon open.

The marathon saw a huge participation of more than 1000 women of different age groups. Shri Maheshwari addressed the participants in an open air stage set up at the stadium. He appreciated their alacrity towards the event and appreciated them for their enthusiasm. The crowd continuously cheered to keep its morale high.

The event was well guarded by security personnel who ensured no unwanted elements entered the start zone. Shri Maheswari waved the green flag to start the marathon and wished the women good luck! He also announced a cash prize of Rs 50,000/ for the first prize winner.

(Fictional)

Official: Format 1 (Formal)

Heading

To:

From:

Date:

Subject:

Introduction:

Give details of the task and the reasons for it

Main Body

Information, resources and material used

Description of task Results

Conclusion

Your evaluation and suggestions

Example: Official Report

Clean India, Green India

To: The Chairman, XYZ Corporations

From: The HR Division

Date: 10th Feb 2020

Sub: Cleanliness campaign

Intro: The ‘Cleanliness Campaign’ organized by the Human Resource department on 10 th Feb, 2020 was a complete success. We appreciate the participation of all the employees with full dedication and enthusiasm.

Continued

Main body: What all was done in the campaign ?

How was the campaign executed?

Description: The extent of the campaign: activities done, games, fun , live programmes etc

Conclusion: The campaign was able to achieve its main purpose. It would definitely make a difference on the society and generate ideas of doing something for the environment.

Official Report: Format 2 (Formal)

1. Title page-include

- a) To: name of person report being submitted to
- b) From: name and department
- c) Date of submission
- d) Acknowledgements: A list of people and organizations that helped you in collecting data, research and in other aspects of getting the report ready.

2. Table of contents: a clear list of all sections and subsections of the report.

3. Summary: A summary of the major points, conclusions, and recommendations should be written to give a general idea of the report.

Format Continued

4. Introduction: Explain the problem and make clear to the reader why the report has been written.

5. Findings: Give details of the information collected, material used, methods utilized, and results arrived at

6. Conclusions: Include implications and inferences of your findings based on the facts described in your main body. The importance of the study is discussed in this section.

7. Recommendations: Give suggestions and proposals based on information and data collected

8. Bibliography/References: Give a list of all the sources you have referred within your text.

Important points of the 2nd format

1) Summary

Recall the points learnt in the past

2) Findings

Technical aspects, graphs, research details

3) Recommendations

Suggestions that would make the content of the report stronger and add value to it.



THANK YOU