



Date: 23<sup>rd</sup> April, 2021

# **VIRTUAL CLASSES ORGANISED BY BOS, ICAI**

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

**Faculty: Jyoti Singal**



# Steps for writing a report: Detailed discussion

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- 1) Know the purpose of writing the report
- 2) Gather information; be selective
- 3) Plan and organize the structure
- 4) Analyze the content and be sure
- 5) Write the report
- 6) Review the work
- 7) Present it.

# Let's practice

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1) You are Kavita/Kishore working as a new correspondent for a local newspaper of your city. Write a report of about 100-150 words about the destruction caused due to heavy rains last night. You can create a fictional name of an area/city.

2) You are Amit/Amita working for an NGO as Health Secretary. Draft a formal report to be presented to a senior official, stating the inventory you would need to distribute to the poor people, that would help them survive in the times of lockdown. If possible, mention cost details.

# Example 1

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Rains cause havoc in Meerpur

By Kavita

**New Delhi, September 12:** Torrential rains for the past 24 hours have caused havoc in the poorly developed Meerpur area. Around 100 people living in slums have been evacuated by the efforts of the state government. Big trees got uprooted and caused sever damage to life and property. Owing to the poor drainage system of Meerpur, drains and pipes have got blocked leading to unhygienic conditions. This might result in water borne diseases. The local authorities have provided shelter to the needy, yet a lot more needs to be done to control the situation.

# Example 2

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**To:** Mr. Naresh Shah, Chief Officer, HRD

**From:** Ms. Amita, Secretary, 'Save the World' NGO

**Date:** 14th September 2020

**Subject:** Resources needed during lockdown

**Acknowledgements:** I am deeply grateful to all the people who extended their invaluable help and support in the research and writing of the report. I wish to especially thank Mr. ABC, Mr. XYZ and my team members

# Formal report continued

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Contents:

1. Introduction
2. Need for resources
3. Areas identified/ Demography
4. List of things required
5. Costing details
6. Conclusion
7. Bibliography

# Important aspect of formal report

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**Summary:** Due to the suddenly declared lockdown, in view of the Corona virus, many impoverished people have come on roads, facing dire conditions. Many of them working as house maids, house keeping staff, daily wages labourers have lost their source of income and are living hand to mouth. We would like to provide them with basic amenities like, food, water , medicines and other medical supply. We wish to enable them to live a safe and healthy life. Our program also includes providing sanitizers and face masks to each member of the family and spread awareness on general precautions to safeguard against the virus.

# Practice topics

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- 1) Write a report as an eye witness to the plane crash that happened in the Shivajipur village in the outskirts of Pune-Bengaluru highway. Write the report in 100-150 words for a newspaper.

*Hints: Use the newspaper format*

time of the accident, dreadful sight, loud noise, blast, plane catches fire, number of survivors, villagers gathered to help



# Practice topics

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2) You are Ashok/Ashima, Cultural Secretary of your organization 'Talk to you', a call centre. Write a report for your office magazine, on the Seminar held few days back, discussing the 'Trends of Social Media'. Mention the names of few speakers and other activities.

Hints: Use the magazine report format

Day and date, topic of the seminar, names and designation of the speakers, brief summary of their speech, cultural events followed, high tea served

# Points to remember

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- Reports should be objective
- Avoid use of personal feelings and opinions
- Know the target audience
- Know the purpose
- Past tense, passive voice to be used
- Be clear and concise in language
- For a general report, avoid using jargon
- Organize and Structure the content; Can follow a chronological order of events

# Bibliography Style

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author name

title of the publication (and the title of the article if it's a magazine or encyclopaedia)

date of publication

the place of publication of a book

the publishing company of a book

the volume number of a magazine or printed encyclopaedia

the page number(s)

(In case of the website, mention the URL)

(For general reference: taken from the internet)



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**THANK YOU**