

What is a report?

A report is a structured and formal document that is used to convey information, findings, analysis, and recommendations to a specific audience. Reports are typically used in academic, scientific, technical, and business contexts to communicate the results of research, investigations, or assessments.

A report typically includes several sections such as an executive summary, an introduction, a methodology, findings, analysis, conclusions, and recommendations. Reports may also include tables, charts, graphs, and other visual aids to help convey information effectively.

The purpose of a report is to provide the reader with information and analysis that they need to make informed decisions or act based on the report's findings. A well-written report should be clear, concise, and organized, and should be tailored to the needs and expectations of its intended audience.

Types Of Reports

There are various types of reports, each with its own specific purpose, structure, and format.

1. Business Reports

These reports are used to communicate business-related information such as financial reports, marketing reports, sales reports, and annual reports.

2. Academic Reports

These reports are typically written by students and researchers to summarize research findings, academic progress, and academic performance.

3. Technical Reports

These reports are used in engineering, science, and technology fields to communicate complex technical information, such as feasibility studies, product evaluations, and scientific research.

Guide To Effective Report Writing

Jianjun Gao



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