

Module III

Developing Writing Skills

- **Writing Informal and Formal Reports**
- **Writing Journalistic Reports**
- **Paragraph Writing**
- **Writing Reviews – Book Reviews**
Movie Reviews

Writing Reports

Definition : A statement of the Results of an Investigation or Any Matter on Which Definite Information is Required.

Features:

- **Designed to Help Understand the Matter i.e. Must be Informative**
- **Written in Professional and Formal Language**

Descriptive Report:

What? : Describes The Event Or Incident That Is Being Reported.

Where? : Mentions Exactly Where The Event /Incidence Took Place.
Gives Precise Location

When?: Specifies The Exact Date, Time, Duration And Other Details.

How? : Includes Every Detail And Relevant Information Regarding The Sequence Of Incidences.

Why? : Purpose Of The Invent

Informal reports:

- **Include brief and unstructured information that can be critical.**
- **Have lesser sections .**
- **Shorter than formal reports.**
- **Used by employees in companies.**
- **Allow companies to communicate information without needing specific rules or formats.**
- **Strictly Used for internal use only.**

Structure of a Professional / Good Report:

Title Page: Brief And Informative

Should Concisely State The Topic Of The Report

Name Of The Reporter / By Whom It Is Submitted

Date Of The Submission Of The Report

**e.g. i) Analysis of The Impact Of Online Teaching On The
Performance Of The Students**

**ii) A Study of the Impact of Skill Based Education on the
Students of Mahila Mahavidyalaya, Karad**

Form Of The Report:

Statement In One Sentence Which Introduces The Purpose Or Objective Of The Report

- e.g. i) Report On Customer's Complaint: Chavan-Patil Transport**
ii) Report On The Damage of Laptop

Body of the Report

Date Collected

Data :

Observation

Experimentation

Books

Questionnaire

Interviews

Workshop

Accounting Record

Body / Format:

Introduction

Findings

Conclusion

Recommendations

Signature

References

Appendices (e.g. Questionnaire)

Layout:

Sections

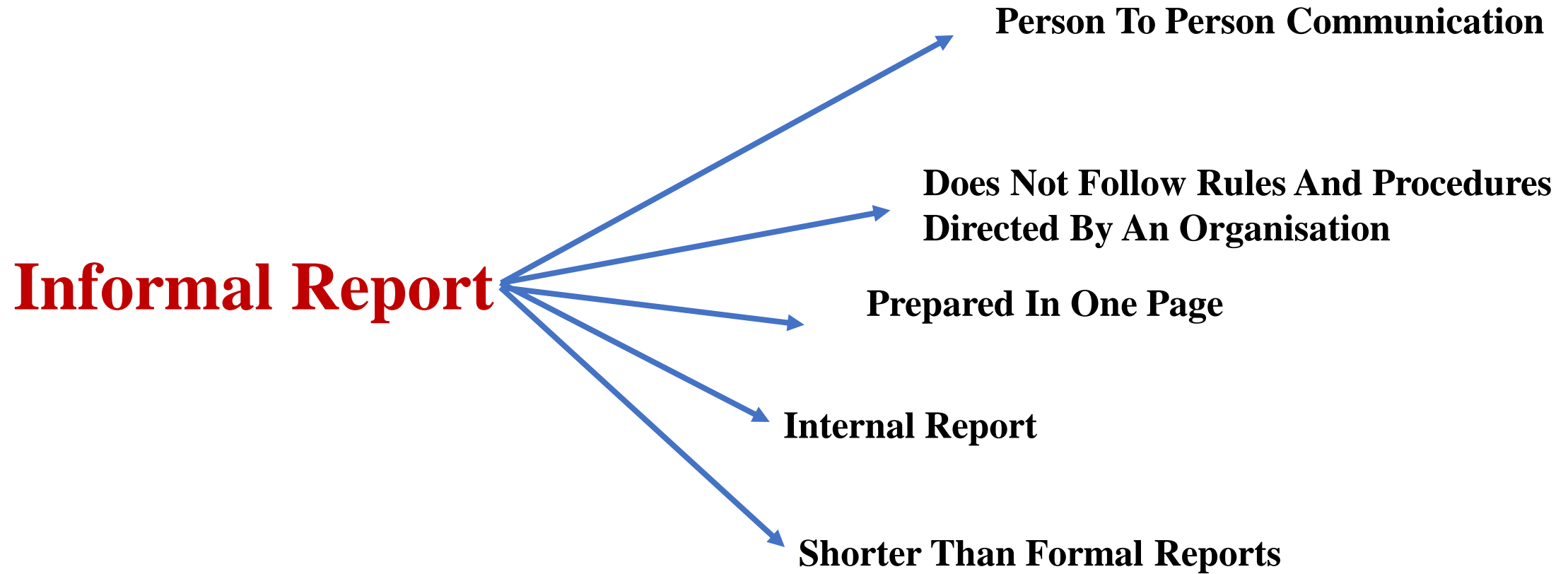
Visual Data (Figures, Tables)

What Makes a Good Report?

- **Clear ,Concise And Well Structured**
- **Must Be Submitted On Time**
- **Must Have A Sound Logic**
- **Appropriate To The Title**
- **Direct**
- **Data Collected Must Be Accurate**
- **Objective Perspective**

Checklist for a Successful Report

- **Have You Read The Proof Before Submitting The Report?**
- **Is The Report Jargon Free?**
- **Do All The Contents Match To The Stated Objectives?**
- **Are All Graphs And Tables Explained Properly And Clearly?**
- **Are The Chapters, Sections, Graphs And Tables Etc. Correctly And Clearly Labelled ?**
- **Is The Material / Data Presented In Relevant Sections?**
- **Does The Report Answer The Need Of The Reader?**
- **Is It Original ?**



Format:

Background

Findings

Action Taken

Signature

Tense : Simple Past Tense

Passive Sentence construction

Formal Reports

- **A Report For Upper Management Or For An Organisation**
- **Used For Research Papers and Higher Education.**
- **Longer And Well Researched**
- **Impersonal Tone (Rarely The Personal Pronouns And Contractions Are Used.**
- **Can Be Preceded By A Proposal**
- **Requires A Covering Letter Or Memo**

For Example:

Report On A Proposed New Office

Report On Opening A New Branch Of A Office / Bank / Etc.

Report On Launching A New Scheme For The Sale Of The Product.

Report On Constructing A Community Hall In The City

Journalistic Report Writing



Las Cruces Sun-News
College football's winners, losers
'Every day I see death'
Mountain View Market announces its closure
Junco cemeteries make room as the coronavirus toll rises

LEADER-TELEGRAM
Few details given in death
'Scary as hell'
Eau Claire nurse reveals stress, fear associated with caring for flood of COVID-19 patients

Winona Daily News
President-elect collects cabinet
A defining moment
Cases continue rising
Smartphone app aims to stem spread of COVID-19
49 new county cases
Factoring COVID into holiday plans

3rd major COVID-19 vaccine promising
Drugmaker says late-stage trials show it is highly effective

Features Of A Good News Report

- **The Facts Will Answer : Who , What, When, Where, Why, And How Of All The News Event.**
- **Style: Use Active Voice**
 - **Short And Concise Sentences**
 - **Simple Language**
- **Talks About Only One Idea**
- **Use Of Paragraphs**

Contents Of A News Item:

- **Headline – Bold Letters -
A Statement In Simple Present Tense**



- **Source Of Information (E.G. Times News Network / Reporter / Name Of The Reporter, Etc.)**

- **The Place From The News Has Come**

- **The Date**

- **The Details**



Paragraph Writing

A Well Organised Paragraph On A Single Subject / Idea/Topic (Place, Character, Process, Event, Compare And Contrast Two Or More Than Two Ideas, Etc.)

An Information – With Examples Or An Illustration

Characteristic Of A Well Organised Paragraph:

- **Topic Sentence**
- **Supporting Sentences (3-6)**
- **RENNS – Reasons, Examples, Names, Numbers, Senses : They Develop The Idea By Giving Details.**
- **Concluding Sentences – Summarisation**
- **Unity Of Idea**
- **Coherence – Logically Organised Argument / Expression**

Writing Reviews of :

A book

A Film

Brief

Analytical

Review Of A Book :

- **The Name of the Author**
 - **Who The Author is**
 - **The Genre**
- **The Title of the Book**
- **The Main Theme in Short**
- **Concluding Remarks**

Film Review:

Name of the Movie (Genre) ***
(Poor/Average / Good / Very Good / Excellent)**

Cast:

Direction:

Language:

Direction:

Comment on a Film

Thank You...