

Previous Lecture

- ❑ Introduction to Report Writing
- ❑ Purpose of a Report
- ❑ Features of a well-written report
 - ❑ Objectivity, Research, Structure, Clarity, etc.

Sections of a Report

- 1 Title Page
- 2 Executive Summary
- 3 Table of Contents
- 4 Introduction
- 5 Discussion
- 6 Conclusion
- 7 Recommendations
- 8 Bibliography
- 9 Appendices



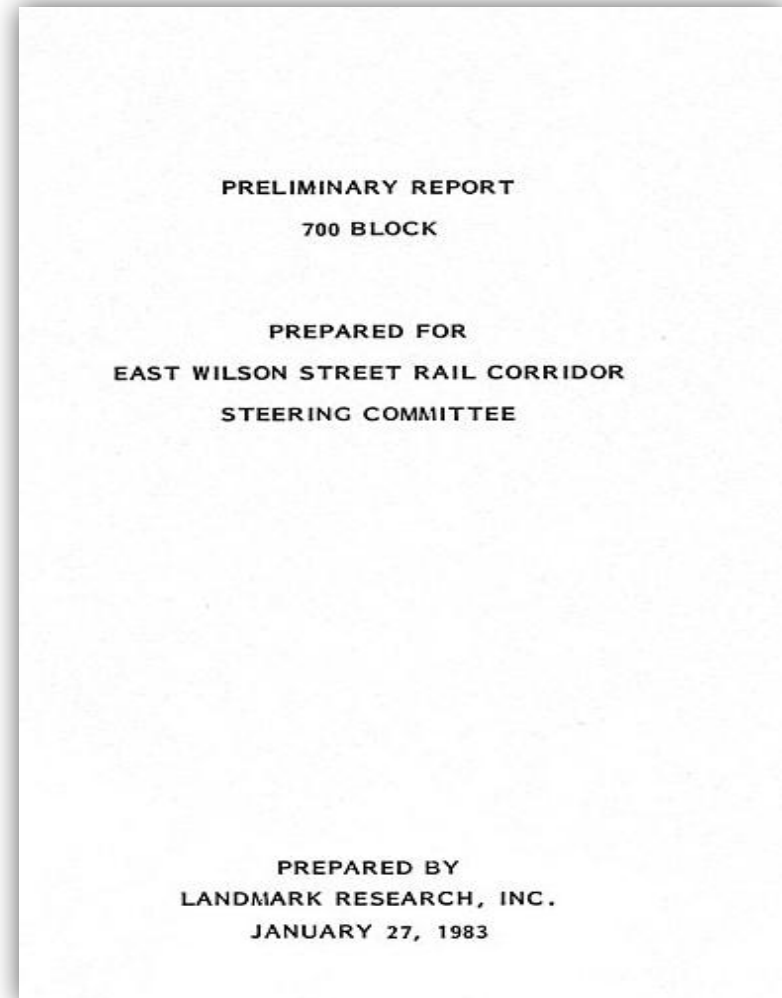
Title Page

- Title of the report

- Date of submission

- Addresser's name

- Addressee's name



Executive Summary (Abstract)

- Aims
- Objectives/Methods
- Findings
- Conclusions
- Recommendations

Executive Summary (Abstract)

- Aims
- Objectives/Methods
- Findings
- Conclusions
- Recommendations

Executive summary

Purpose

The aim of this report was to investigate UniLab staff attitudes to personal mobile phone use in staff and team meetings.

Methods

A staff survey on attitudes towards the use of mobile phones in staff / team meetings was conducted.

Results

The results indicate that the majority of staff find mobile phone use a major issue in staff meetings.

Conclusions

The report concludes that personal mobile phones are disruptive and should be turned off in meetings.

Recommendations

It is recommended that UniLab develops a company policy banning the use of mobile phones except in exceptional circumstances.

Example: Accounts and Finance

<p>This report provides an analysis and evaluation of the current and prospective profitability, liquidity and financial stability of Outdoor Equipment Ltd. Methods of analysis include trend, horizontal and vertical analyses as well as ratios such as Debt, Current and Quick ratios. Other calculations include rates of return on Shareholders Equity and Total Assets and earnings per share to name a few. All calculations can be found in the appendices. Results of data analysed show that all ratios are below industry averages. In particular, comparative performance is poor in the areas of profit margins, liquidity, credit control, and inventory management.</p> <p>The report finds the prospects of the company in its current position are not positive. The major areas of weakness require further investigation and remedial action by management. Recommendations discussed include:</p> <ul style="list-style-type: none">↑ improving the average collection period for accounts receivable.↑ improving/increasing inventory turnover.↑ reducing prepayments and perhaps increasing inventory levels <p>The report also investigates the fact that the analysis conducted has limitations. Some of the limitations include:</p> <ul style="list-style-type: none">forecasting figures are not providednature and type of company is not knownnor the current economic conditions data limitations as not enough information is provided or enough detail i.e. monthly details not	<p>subject matter</p> <p>methods of analysis</p> <p>Findings</p> <p>Conclusions</p> <p>Recommendations (note that conclusions and recommendations can be bulleted)</p> <p>Limitations of the report.</p>
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Points to Consider

- Write it in Last
- Grabbing the Reader's Attention
- Target Audience
- Theme
- Purpose
- Reflect a Business Plan

Table of Contents

A sequential list of a report's organizational structure

Scope

Page numbers

First step towards organization

Decimal system

Executive summary and TOC provided with roman numerals

Rest is decimal

Example: Table of Contents

Table of Contents	Page
Introduction.....	1
Scope.....	3
Analysis.....	4
Conclusions.....	10
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Appendix 1 - Cash Flow Statement for XYZ Holdings 2007-2008.....	14
Appendix 2 - Balance Sheet for XYZ Holdings 2007-2008.....	15

Introduction

- Big Picture
- Context
- Subject Matter
- Problem Description
- Defining Objectives
- Indicating the Answer
- Outlining the Scope (Extent)
- Report Preview
- Limitations

Example 01

Today, many organizations and employees are experiencing the effects of **stress on work performance**. The effects of stress can be either positive or negative. What is perceived as **positive** stress by one person may be perceived as **negative** stress by another, since everyone **perceives situations differently**. According to Barden (2001), negative stress is becoming a **major illness in the work environment**, and it can debilitate employees and be costly to employers. Managers need to **identify** those suffering from negative stress and **implement programs** as a defense against stress. These programs may reduce the impact stress has on employees' work performance.

ROAD SAFETY AUDIT REPORT

An Examination of TH 3 from CSAH 46 (160th Street W.) to CSAH 50 (Elm Street) In the City of Farmington and Empire Township

December 6, 2006

BACKGROUND/ INTRODUCTION

In Fall 2006, the Minnesota Department of Transportation (Mn/DOT) requested a road safety audit (RSA) of a segment of TH 3 (see Figure 1). This segment of TH 3 is located in the City of Farmington and Empire Township and is perceived by local officials, members of the community and adjacent residents to have safety issues due to crash history and individual observations and experiences. SRF Consulting Group, Inc. was chosen by Mn/DOT to complete the RSA project for TH 3. The process for the TH 3 RSA was generally modeled after the Mn/DOT/MN DPS Central Safety Fund's Road Safety Audits completed in Summer 2006.

Specifically, RSAs are a tool where the safety performance, design and operation of roadways and intersections are examined by an independent multi-disciplinary team, and short-term, usually low-cost mitigating improvements or strategies (and in this case, mid- and long-range as well) are identified and suggested for implementation. RSAs were recognized in the Minnesota *Comprehensive Highway Safety Plan* as one of 15 critical strategies that can reduce traffic-related death and injury in Minnesota.

Implementing a variety of safety improvements for roadways or intersections with significant crash histories may help prevent future crashes. Motor vehicle crashes are complex occurrences that often have multiple contributors to the event (e.g., driver characteristics or behavior, road conditions, vehicle conditions/equipment) and fixing and/or improving single elements (e.g., signing) may not be completely successful in correcting or reducing future crashes. As pointed out by the Minnesota *Comprehensive Highway Safety Plan*, engineering modifications, when combined with improvements in enforcement, education, and emergency medical services are more likely to be successful in preventing or reducing the severity of future crashes than any single remedy alone.

TH 3 RSA PROCESS

The independent road safety audit team visited the corridor on November 15-16, 2006, observing the existing conditions and vehicle operations on TH 3 at peak traffic times in the morning and the afternoon. Immediately preceding the site visit, a safety stakeholder

Example 03: A Report on the Rise in Computer Gaming Addiction Among Teenagers

1. Introduction

1.1 Purpose

The purpose of this report is to investigate the reasons behind the rise in computer gaming addiction among teenagers. The report will also recommend preventive measures for computer gaming addiction.

1.2 Background

A recent study on game technology (Tan, 2010) shows that nearly 75% of teenagers in Singapore play computer games regularly and the majority of them show signs of addiction. The rise in computer gaming addiction among teenagers is a growing concern and the Ministry of Media Development (MDD) would like to find out the reasons behind this trend.

The report was commissioned by the Director of Corporate Communications, Ms Julie Sim, on 31 May 2010.

1.3 Method of Investigation

Questionnaires were issued to 100 teenagers from 25 educational institutions on 25 June 2010. Three teenagers who were former addicts were also interviewed to get more in-depth views. References were also made to books and newspaper articles.

1.4 Scope

Besides respondents' profile, this report looks into four possible reasons for the rise in gaming addiction among teenagers: boredom, stress, societal influence and addictive game features.

Example 04

INTRODUCTION

Example 2

This report looks into the factors influencing students' behavior in lecture theatres and suggests ways to promote positive learning behavior among students.

Example 3

This report studies the causes of unhealthy eating among teenagers and recommends ways to promote more healthy eating habits.

Conclusions

- Title Page
- Executive Summary
- Table of Contents
- Introduction