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Subject - Business Communication (BBA 1st Year)

Unit V

Topic - Types of Report

Before we proceed further, it is necessary for us to have a brief introduction to the types reports. Reports, as has already been pointed out, are drafted and used for various purposes. The following are the types of reports:-

① Oral and written Reports :- It has already been pointed out that a report may be spoken, oral or written. Both type of reports are in vogue. But it goes without saying that the written report has an edge over the oral one for several reasons. An oral report cannot be taken for an authentic report for the simple reason that it can be denied any time. On the other hand, a written report is free from this lapse. It is in black and white - it is a permanent record. It is submitted by the reporter with his signature and, thus, he cannot deny what he has reported. An oral report can become a prey to 'distortion' but not distortion is possible in the case of a written report.

It may change hands any number of times but it is not possible to change its body. In an oral report, many vague descriptions may be given because it is not possible to maintain exactness in a spoken presentation but the written reports are prepared with great care and careful consideration of the information available. Lastly, an oral report cannot be referred to as and when required. On the other hand, a written report can be used as and when required.

## ② Personal/Private and Impersonal Reports:-

The personal or private report is one which pertains to an individual and impersonal report is one which is about some organisation or other than a person.

## ③ Formal and Informal Reports:-

The formal report is one which entails certain formalities to be observed while writing. It is presented according to an established procedure to a prescribed authority. For example, a progress report of office submitted to the managing director is a formal report. Formal reports can be statutory or non-statutory. An 'informal' report is without any formality. It is usually in the form of person-to-person communication. It is generally submitted in the form of a letter or memorandum.