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Subject: - Business Communication
(BBA 1st Year) Unit - V

Topic - Types of Report

④ Routine and special Reports

Routine reports are also known as 'periodic reports' and are very common in the business world. They are submitted at certain periods annually, half-yearly, quarterly, monthly, weekly or even daily. They reveal statement of facts regarding business activities. A 'special report' is about something which has been specifically told as a special case.

⑤ Factual reports with or without Recommendations: - Factual report is that report which narrates the facts about something in positive words and on the basis of which decisions are taken. This type of report is prepared after investigation or probe and could be confidential.

even without recommendations or suggestions of the enquiring officer

⑥ Steps in preparing Reports:-

A good report cannot be prepared without taking into consideration certain steps. These steps are, in fact, guide lines which a person who wants to draft a report, is supposed to follow. are detailed below:-

① Collection of details:- The first step required in the preparation of a report is the 'collection of details' details means "All relevant material" necessary data or information should be collected carefully. All such details should be suitably obtained from the variable sources. These details form the basis of the report. These are assembled like raw-material for the report.

② Analysis or processing:- This is the second step. All details from information collected by you may not be useful for the purpose of writing your report. So, out of the bulk details only necessary and relevant details should be sorted out. While doing so, the purpose of the report and the person or authority whom the report is to be submitted

③ Arranging: - Hodge-podge presentation of facts may render a report too useless. So, the points of information should be arranged in a logical sequence and in order of importance. It is best to make rough notes.

④ Drafting the report: - This is the final stage and requires a careful attempt. With the help of the facts and information duly arranged, draft a rough report and read it carefully. Anything unnecessary should be taken out and anything necessary left should be incorporated. The rough draft should give us the idea about the perfectness of our report. From this rough draft, make a clean report, write it in a proper form.

⑤ Editing the Report

Before submitting the report to the person/authority concerned cast a double searching eye on it to ensure that it is perfect in all respects. Examine the draft and see that it reflects the purpose for which it was drafted. Check your grammar, spellings, punctuation and style.

It is advisable to read the text to yourself and judge whether it sounds well or not. Check your illustrations and if possible, show it some competent person and seek his opinion about its accuracy.