

1. A formal report

A formal report is a statement of facts. It is a written composition about a particular topic and written in such a manner that it provides complete information to the readers. It is written to

- ❖ convey information and findings
- ❖ study a problem and work out its results and conclusions
- ❖ suggest different methods of doing the same task, ways to improve and amend it, etc.

FORMAT

Designation of person/name of institute the report is intended for

Date:

Sub:

Problem/Incident/Project details:

Suggestion(s)/Action taken:

From:

Signature

SAMPLE

Your class undertook a project to spread awareness about the need for cleanliness during rainy season. As the Class Prefect, write a report for your class teacher to inform her how successful your class has been.

The Class Teacher

Date: 14 June 2008

Subject: Project to spread awareness about the need for cleanliness during rainy season

Project details: Our class started working on the project last month. We started with posters explaining why it is necessary to maintain cleanliness in your surroundings, especially during rains. Pasting of posters was followed by distribution of pamphlets. We designed and handed out informative pamphlets to people in the neighborhood, as well as in school. The stress was on spreading awareness about the monsoon diseases like malaria and dengue, cholera, typhoid, etc. along with their prevention and cure. We have been very successful in maintaining cleanliness in our surroundings.

Suggestion: We could do better with the help of software aids, like informative CDs etc.

Sonal Dutta

Signature