

## Lesson 2: Classifications of Technical Report

In the workplace, the report plays an important role, whether you are preparing one for your supervisor, the executive staff, board of directors, or clients. It may be short and simple, in the form of a memorandum or email, or it may be more several pages long. Whatever its length, content, or destination, is the result is the same: a report must be informative, factual, understandable, and neatly presented (Oxford Dictionary).

**Business report** is broad in scope and covers numerous written documents necessary in doing business such as Incident report, accomplishment report, recommendation report, financial report, and so on.

Even though there are several types of business reports, having a standard business report format, according to Custodio et al. (2013), allows the reader to locate easily the important information presented. It also enables the writer to organize the report effectively and logically. Knowing how to write a business report is necessary in the business world.

There are basic classifications of written report:

1. **Article Report** is a simple report which aims to inform the masses. This report focuses on any general interest. This is like the magazine article we read on regular days.
2. **Laboratory Report** it is a comprehensive report written to communicate laboratory works and observations to the management. It also discusses on the question, "How did we do it?"

The following are the parts of laboratory report:

- a. **Abstract:** This part shows the outline of the entire experiment.
- b. **Introduction:** This part presents the objectives and importance of the experiment. Sometimes, the background of the report often includes theoretical predictions for what the results should be..
- c. **Procedures:** This part is sometimes Called methods or steps for it presents the step-by-step methods on how the experiment is done.
- d. **Results and Discussion:** This part presents the discussion of the experiment as well as the results which are composed of tables and figures.
- e. **References:** This part includes the sources and references used in conducting the experiment.
- f. **Conclusions:** This part summarizes the results of the experiment.
- g- **Appendices:** This part is composed of raw data, calculations, graphs, figures, pictures, communication and so on that you included in the report itself.

3. **Informational Report-** this report includes periodic and annual reports.

a. **Periodic Report** is a type of information report written by the employees, or subordinates which they submit daily, weekly, or monthly to their superiors to note information of interest to the organization to show comparison and tendencies.

b. **Annual Report** is a type of information report which includes the listing of activities, projects, and events of an organization during the whole year round to show progress, financial status, and general situation. This report can be classified as public or private.

**Special Information Report** is composed of three subcategories which are preliminary report, progress report, and final report.

# The Main Report Classifications

**United States. Supreme Court**



## **The Main Report Classifications:**

## Unveiling the Magic of Words: A Overview of "**The Main Report Classifications**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**The Main Report Classifications**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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