

TYPES OF REPORTS

There are several types of reports used in various fields of study and industries. Here are some of the most common types of reports:

1. **Formal reports:** These are lengthy, structured reports that are usually written for business or academic purposes. Formal reports often include a table of contents, executive summary, introduction, body, conclusion, recommendations, and references.
2. **Informal reports:** These are shorter, less structured reports that are usually written for internal purposes or for personal use. Informal reports may not include all the sections found in formal reports, and may be more conversational in tone.
3. **Technical reports:** These are reports that provide detailed technical information on a specific topic, such as scientific or engineering research. Technical reports are often written in a highly structured format and may include graphs, charts, and technical language.
4. **Progress reports:** These are reports that provide updates on the progress of a project or task. Progress reports are often written in a less formal style and may include a summary of the work completed, current status, and plans.

FORMAL REPORTS

Formal reports are lengthy, structured reports that are usually written for business or academic purposes. The purpose of a formal report is to present research findings, analyse a problem, or make recommendations based on research or data analysis. The report is intended to be read by an audience that is interested in the topic, but may not have prior knowledge of the subject matter.

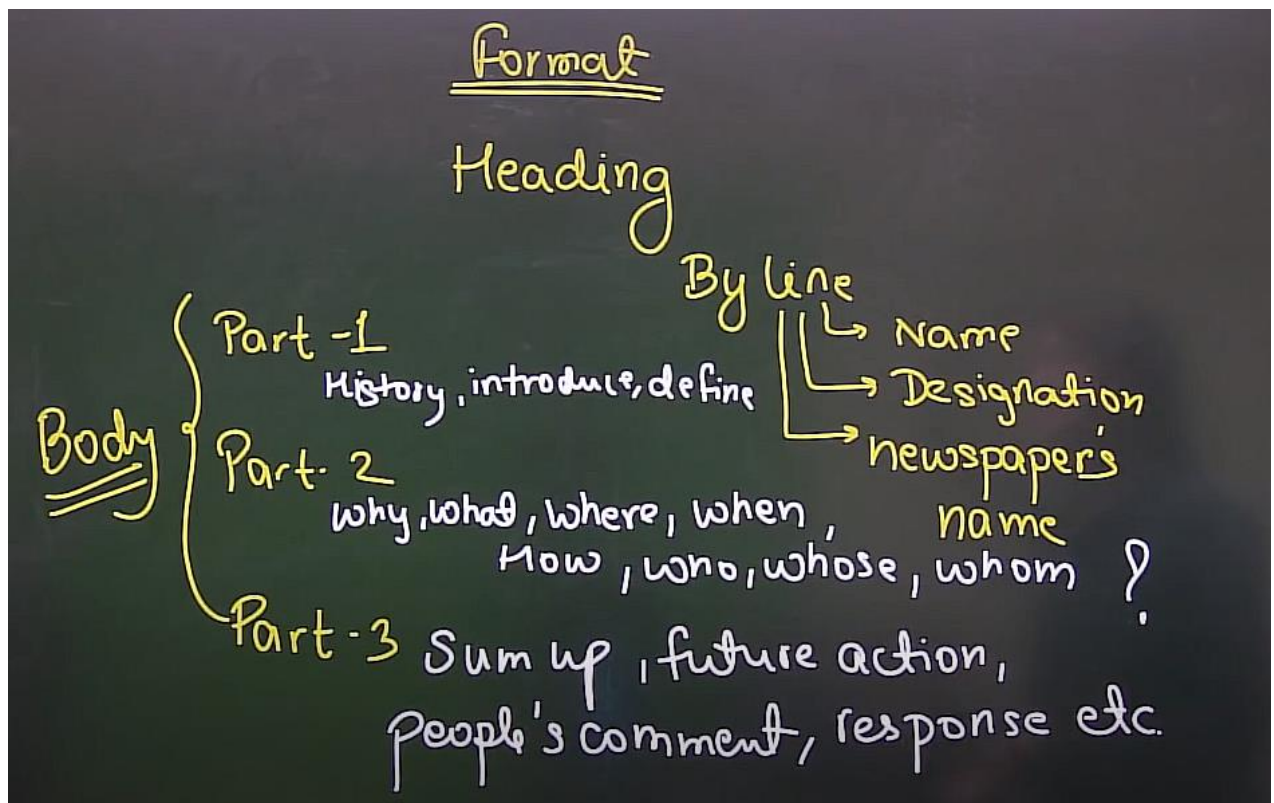
Here are the typical components of a formal report:

- **Title page:** The title page includes the report title, the name of the author, and the date of submission.
- **Table of contents:** The table of contents lists the main sections and subsections of the report.
- **Executive summary:** The executive summary is a brief overview of the report, including the main findings, conclusions, and recommendations.
- **Introduction:** The introduction provides background information on the topic, explains the purpose of the report, and outlines the structure of the report.
- **Body:** The body of the report includes the main sections and subsections, which provide a detailed analysis of the research findings, problem or issue, or recommendations.

- Conclusion: The conclusion summarizes the main findings and conclusions of the report and may include recommendations or implications.
- Recommendations: The recommendations section provides specific recommendations for action based on the research or analysis presented in the report.
- References or bibliography: The references or bibliography section lists all sources used in the report and is typically formatted according to a specific citation style.

Organizing information is an important aspect of writing a report or document. Outlining and numbering sections, section headings, subheadings, and presentation are some of the ways to organize information effectively. Here are some tips on how to use these techniques:

- Outlining and numbering sections: The outline and numbering system is a hierarchical structure used to organize information in a logical and sequential manner. This system assigns numbers or letters to sections and subsections, which helps to establish a clear hierarchy of information. For example, the main sections of a report might be numbered 1, 2, 3, and subsections might be numbered 1.1, 1.2, 1.3, and so on. This system is useful for longer reports with multiple sections and subsections.
- Section headings: Section headings are used to break up the content of a report into manageable sections. Section headings should be descriptive and informative and should accurately reflect the content of the section. Using bold or larger font sizes can also help to distinguish section headings from the rest of the text.
- Subheadings: Subheadings are used to further break down the content of a section into smaller, more specific subtopics. Subheadings should also be descriptive and informative and should accurately reflect the content of the subsection. Subheadings can be formatted using bold or italic font, or by using a smaller font size than the section heading.
- Presentation: The presentation of information is also important for effective organization. Use of bullet points, tables, graphs, and diagrams can help to present information in a clear and concise manner. Using different fonts or font sizes can also help to distinguish between different types of information.



The purpose of summarizing an annual report of a company is to provide a concise overview of the company's performance over the past year to shareholders, investors, and other stakeholders. The summary should highlight key points of the report in an organized and clear manner, providing readers with a quick understanding of the company's financial and business activities.

Here are the typical components of a summary of an annual report:

1. Introduction: The introduction provides an overview of the company, including its name, industry, and key business activities.
2. Financial performance: This section summarizes the company's financial performance over the past year, including revenue, profits, and expenses. It should also highlight any significant financial events or changes in the company's financial position.
3. Business operations: This section provides an overview of the company's business operations, including key products or services, markets, and strategies. It should also highlight any significant changes or developments in the company's business activities.
4. Corporate governance: This section summarizes the company's governance structure, including its board of directors, executive leadership, and policies for ethical and responsible business practices.
5. Sustainability and social responsibility: This section summarizes the company's initiatives and performance in the areas of sustainability, social responsibility, and community engagement.

The principles for summarizing an annual report of a company include:

1. Objectivity: The summary should provide a balanced and accurate representation of the company's performance, without bias or opinion.
2. Clarity: The summary should be clear and easy to understand, using simple language and avoiding technical jargon.
3. Conciseness: The summary should be brief and to the point, highlighting only the most important information.
4. Relevance: The summary should focus on the most relevant and significant information and avoid irrelevant or trivial details.

MOM

These are the essential items to include in your meeting minutes:

- Date
- Time
- Location
- Participants
- Topics discussed.
- Motions
- Voting outcomes
- Next meeting date and place

1 Board meeting minutes

Call to order

Facilitated by the chair of the board.

[Chair of the board's name] called to order the regular meeting of [your organization] at [time of meeting] on [date of meeting] in [location of meeting].

Attendance

Facilitated by the secretary.

Secretary conducted roll call. The following persons were present:

- [Name]
- [Name]
- [Name]

The following persons were absent:

- [Name]
- [Name]
- [Name]

Approval of minutes

[Secretary's name] read the minutes from the last meeting. The minutes were approved.

Open issues

- [Issue #1]
- [Issue #2]
- [Issue #3]

New business

- [New business item #1]
- [New business item #2]
- [New business item #3]

Adjournment

[Meeting facilitator's name] adjourned the meeting at [time meeting ended].

Submission and approval of minutes

Minutes submitted by: [Secretary's name]

Minutes approved by: [Board chair or meeting facilitator's name]