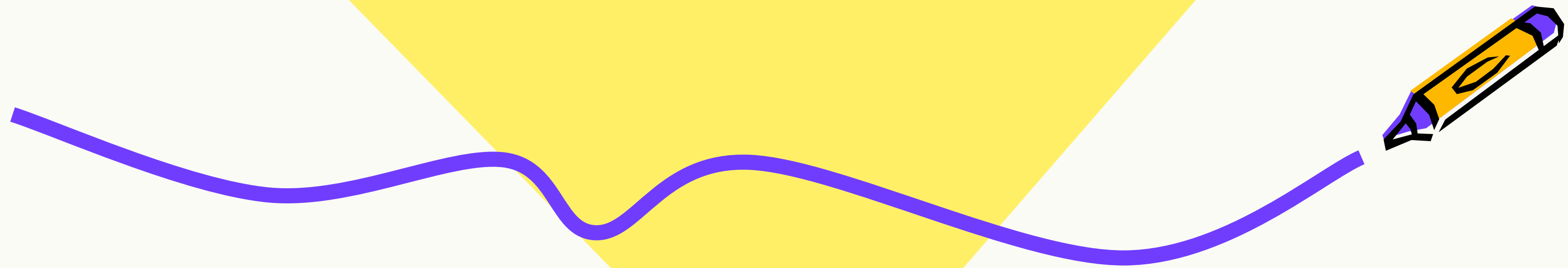
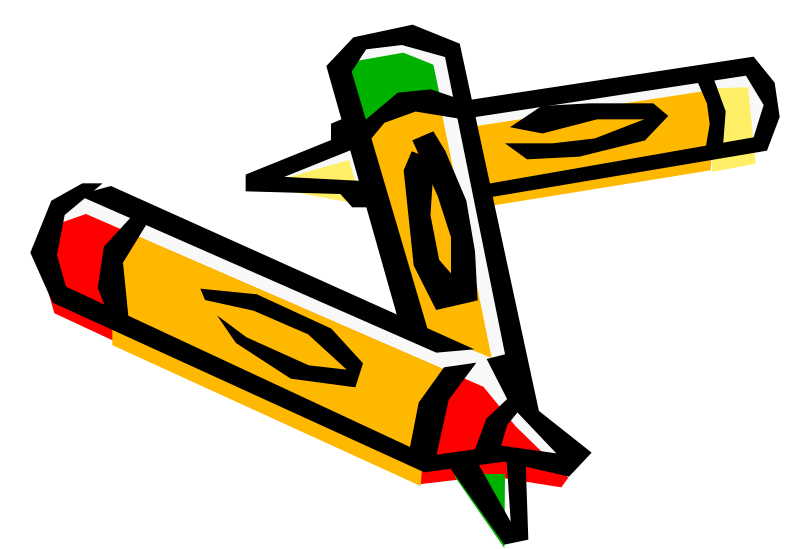




Writing Report-2-

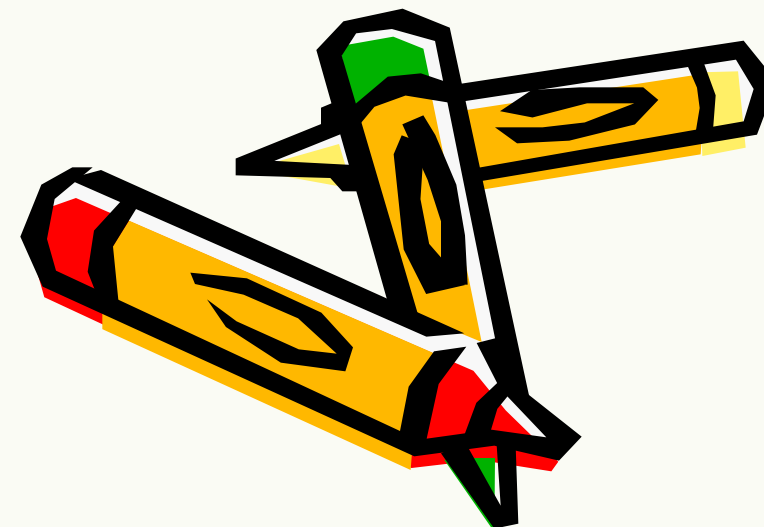


# Process Description Report



## Definition:

1. A "process description" is a specific series of actions that bring about a specific result.
2. It is defined as a general description of how a process happens, step by step. It does not tell the reader what to do; rather, it describes how something happens.



# Examples of process descriptions:



- Any kind of manual, pamphlet, or sheet describing how a type of machine works, how a human process works, or how a type of event works.

## Note:

In Process descriptions avoid giving commands, avoid using the pronoun "you," and make use of the present tense (as in "First, the driver inserts the key in the lock").

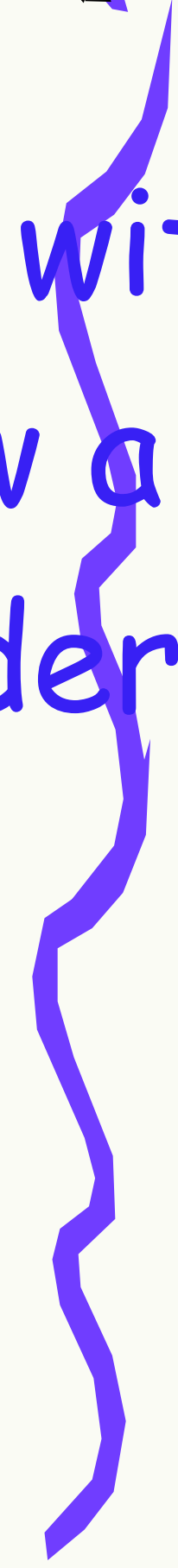
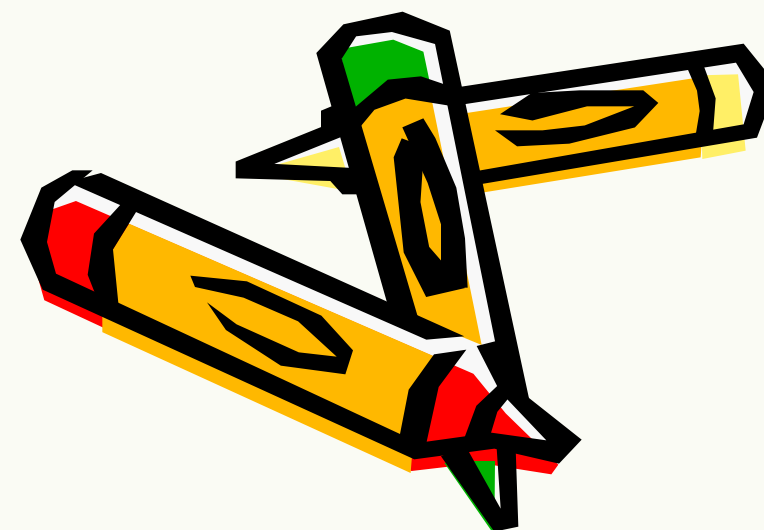




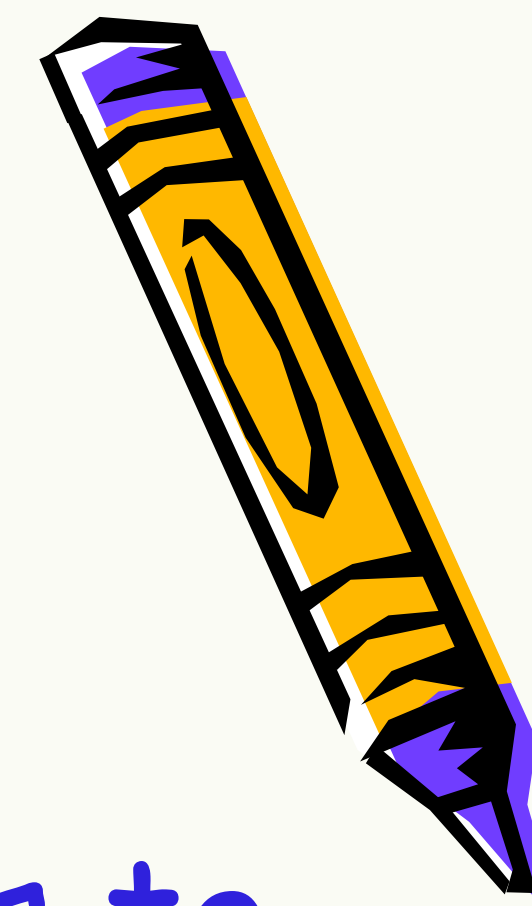
# What points should I bear in mind?



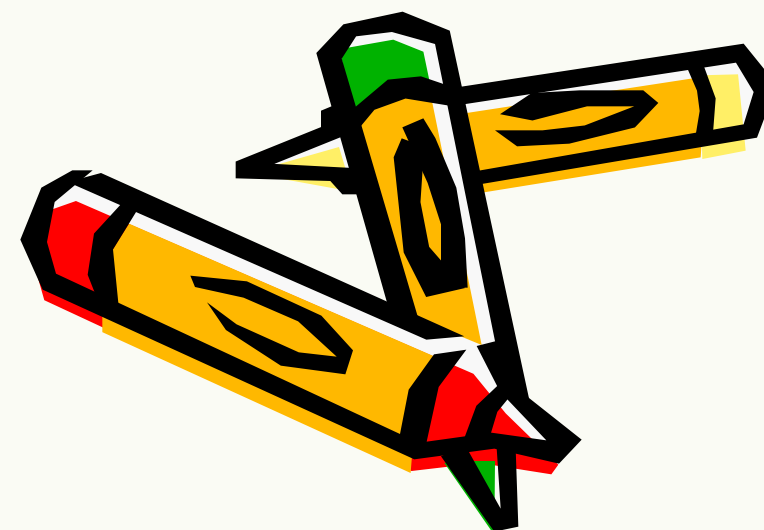
It is important not to confuse instructional manuals with process description reports. The former explain how a process is to be performed; the latter help the reader understand that process.



# Writer's Goal or Assignment:

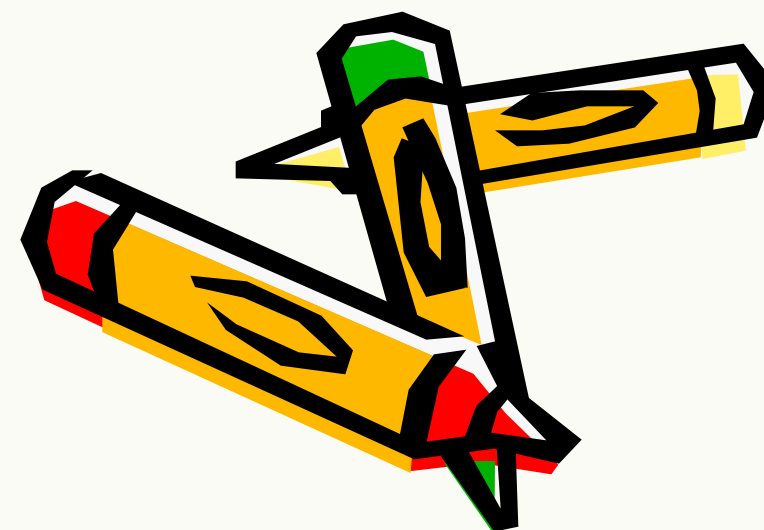


\* The goal of writing a process description is to provide a general introduction to how something works. Any good technical, professional, or business training program--whether in school, at work, or in a manual--must acquaint people with how the machines, technology, and/or processes around them work.



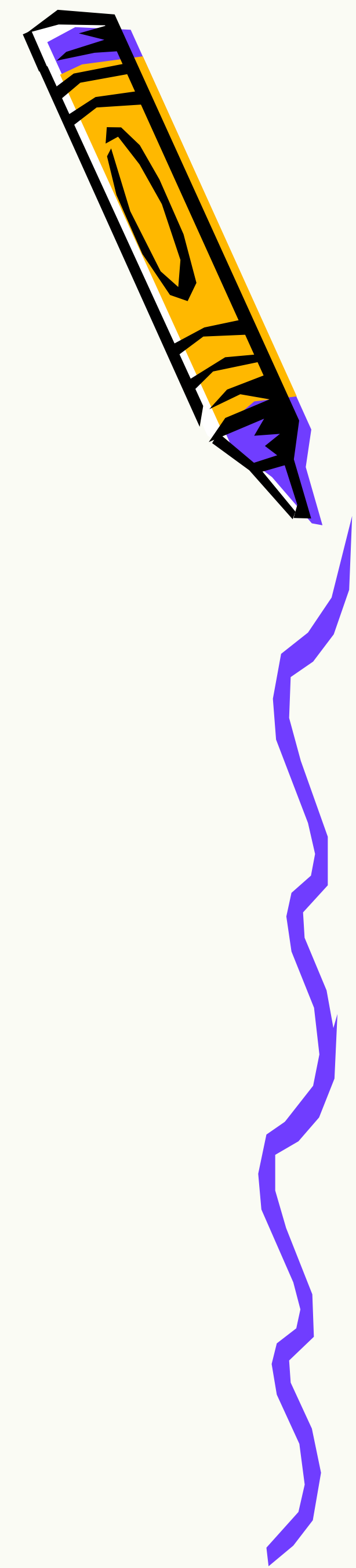
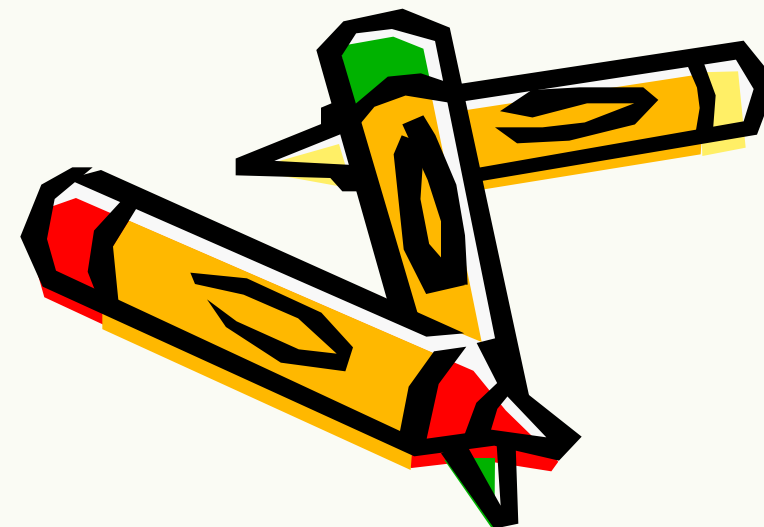


\* A process description provides this general information. It does so, usually, in the framework of an introduction, a series of sections describing the steps of the process, and a conclusion. You need to add sufficient details that your readers will have a clear understanding of the process.



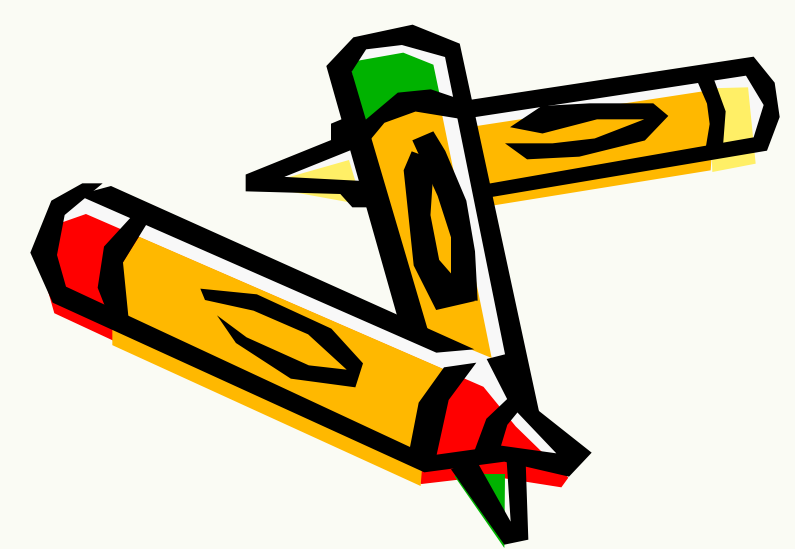
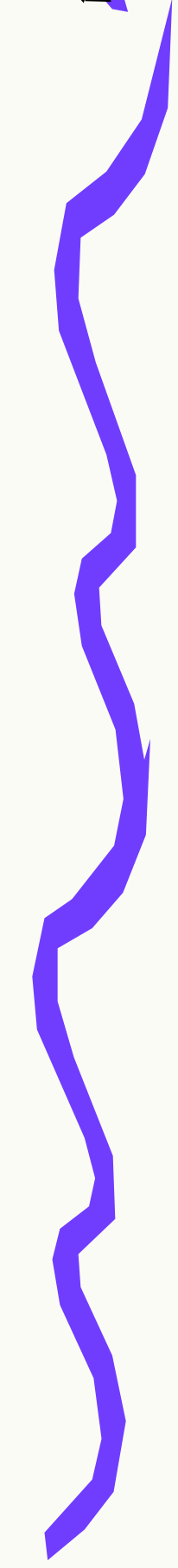
# Used to describe the following:

- ◆ how something is made
- ◆ how something is done (for information, not instruction)
- ◆ how a mechanism works
- ◆ how a natural process occurs.



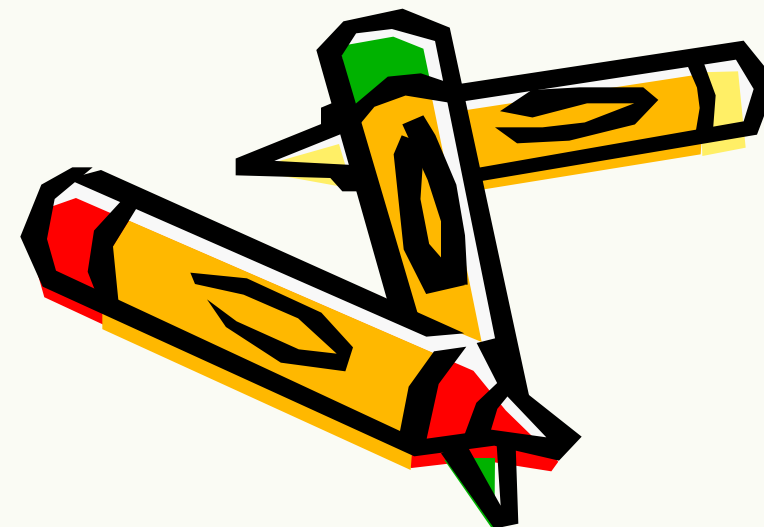
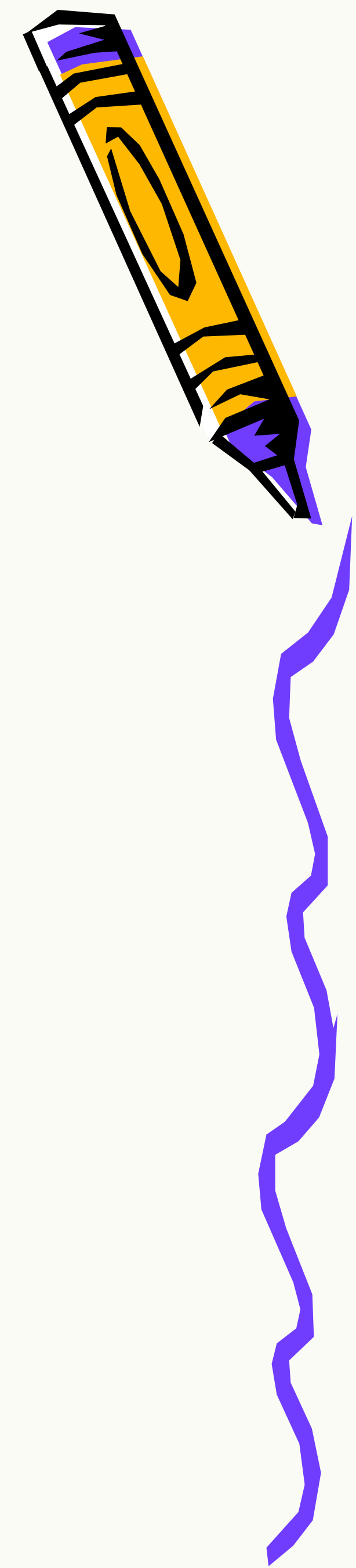


The report is essentially chronological or sequential and it is most commonly used within the world of business and industry. Almost every such report will include illustrations.



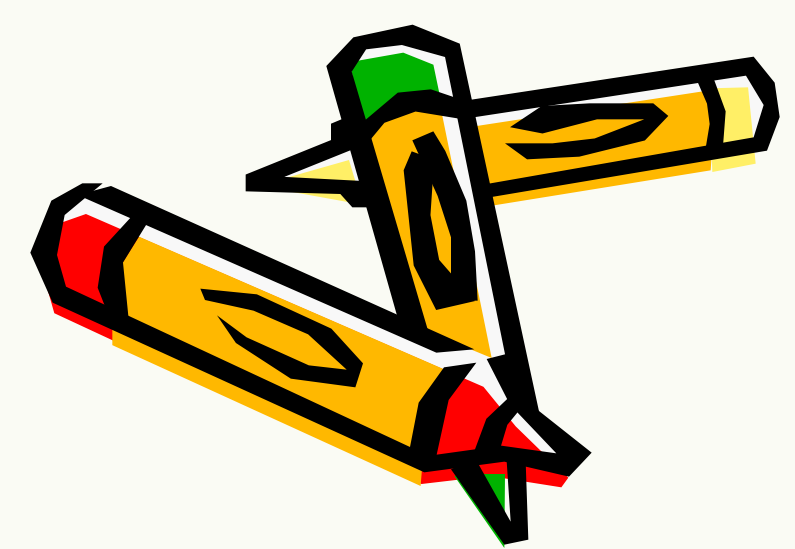
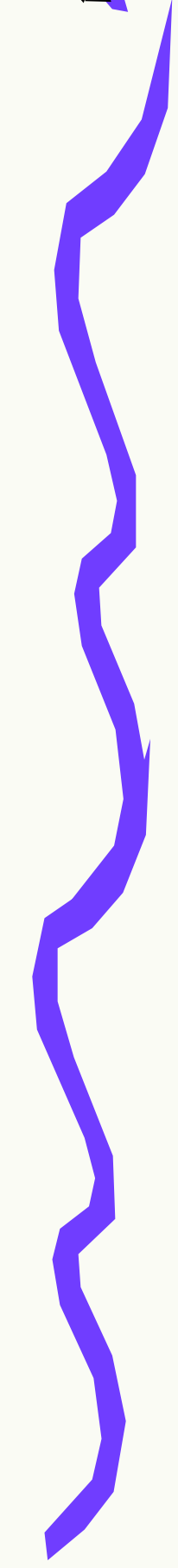
# Suitable Formate

- A suitable format for a process description report would be as follows:



1. Contents page (with a separate list of illustrations)

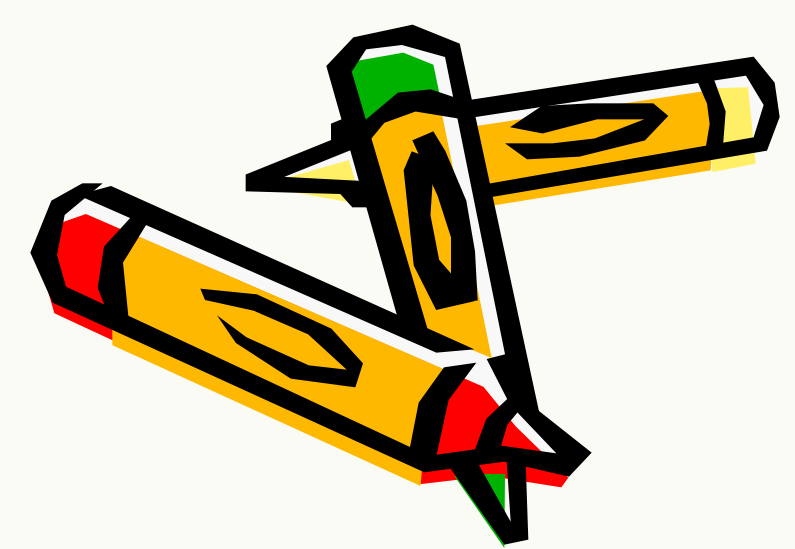
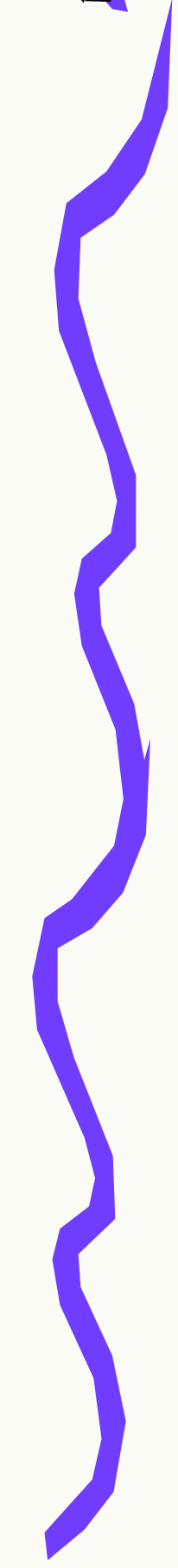
2. Introduction (identify the process; record its purpose and significance; give an overview of the steps involved).



# Empirical Testing of the Analysis

3. Main body (discuss each step in turn).

4. Summary (concentrate on the purpose and importance of the actions or the significance of the facts).



# Outline of the Visual Structure



Content Page

list of Illustration

Introduction (identify the process; record its purpose and significance; give an overview of the steps involved)

Main body (discuss each step in turn)

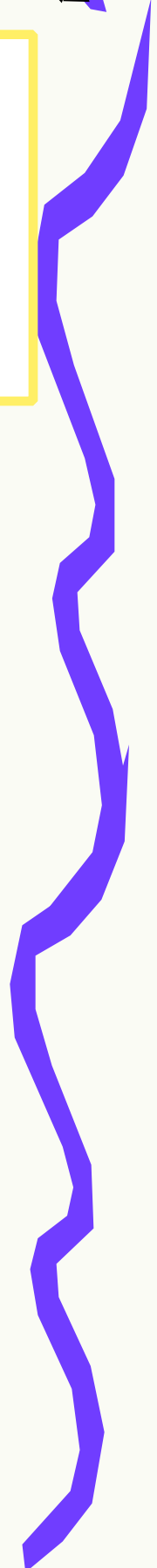
Step 1

Step 2

Step 3



CONCLUDING SUMMARY with EXPECTED RESULTS

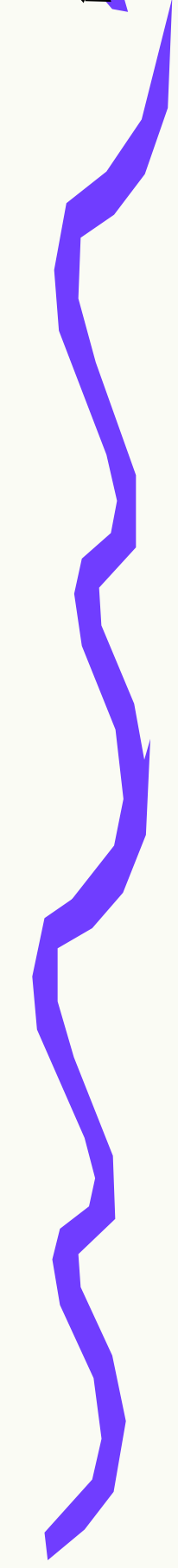
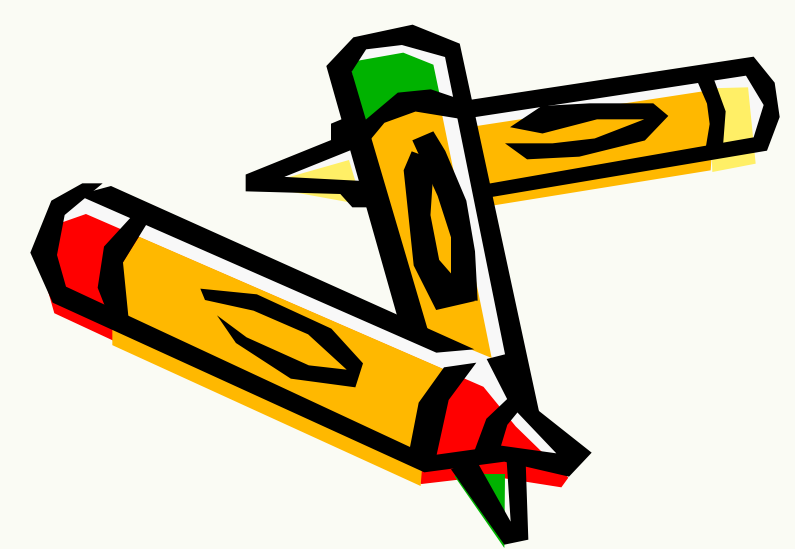




# Progress Reports

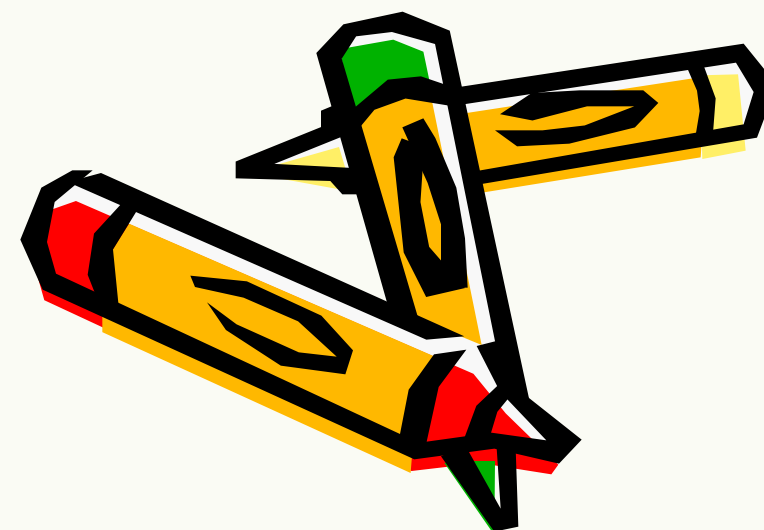


	Planned	In Progress	Done
Work	→	→	☒



# Definition

These are periodic reports which, as their name suggests, describe how some activity or process is progressing. They are often built up from workers' daily logs, supervisors' reports, and so on.

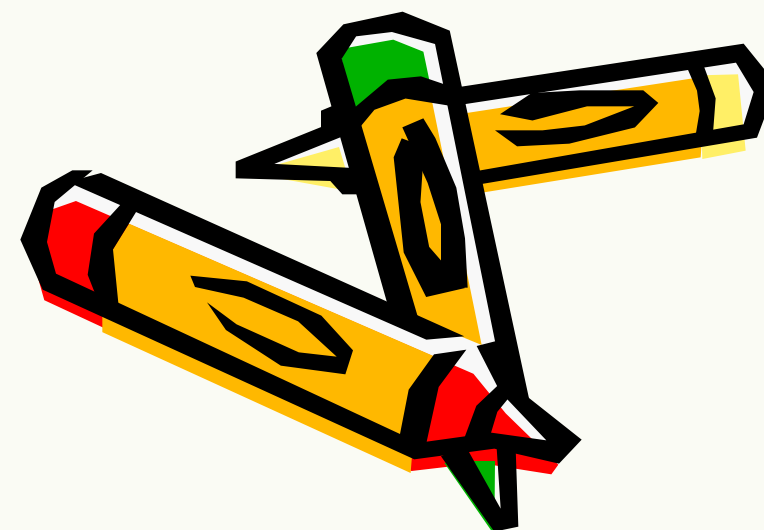


# What points should I bear in mind?



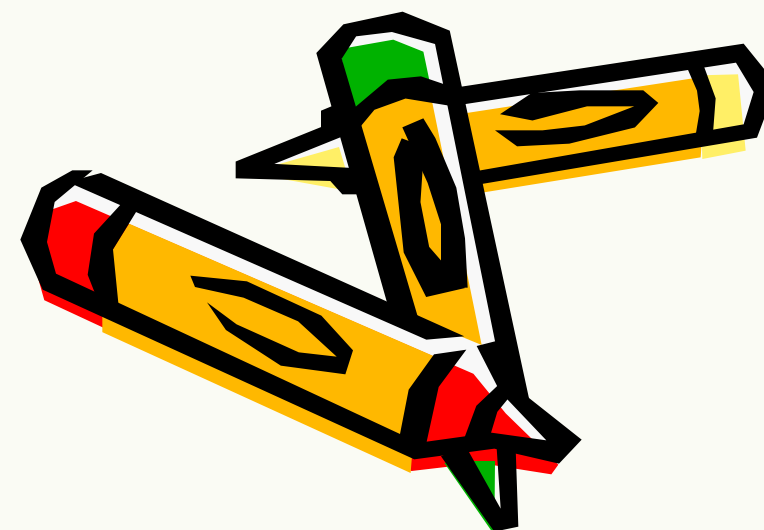
Progress reports will be required in one of three circumstances:

- ◆ on a regular basis
- ◆ at certain times during an activity or process, or
- ◆ as and when required.



Progress reports are written to

provide: information about the way a project is developing to convince your audience that you are making progress, that it's the proper progress, and that you will finish on time, or to explain problems and to request assistance or guidance that force you to establish a work schedule so that you'll complete the project on time.





# Report Structure



**Abstract**

**Introduction**

**Method**

**Results**

**Discussion & Conclusion**

**References**

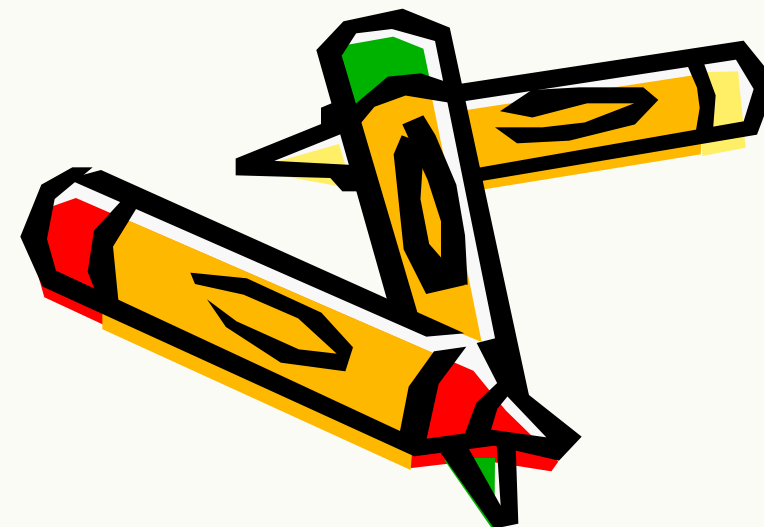
**Participants**  
**Design**  
**Apparatus/Materials**  
**Procedure**





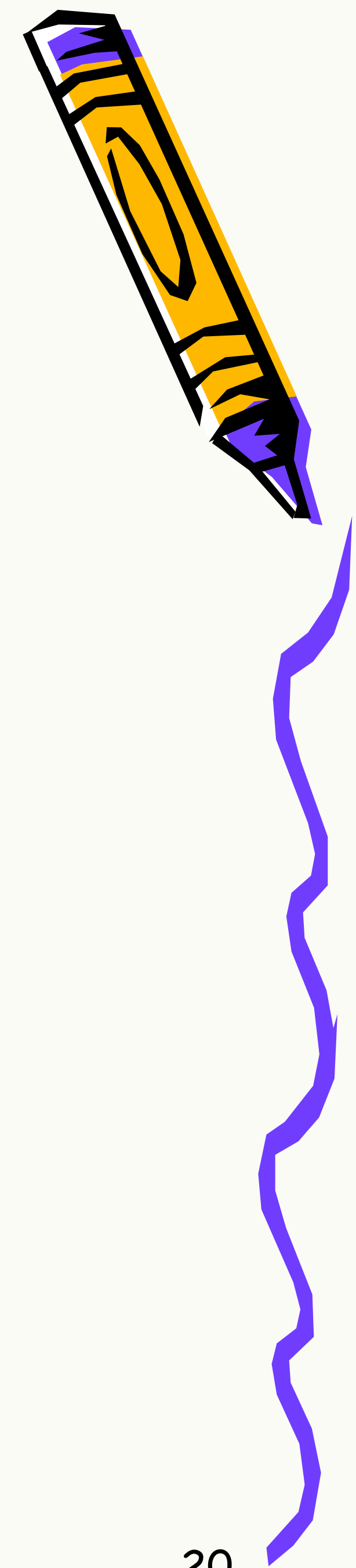
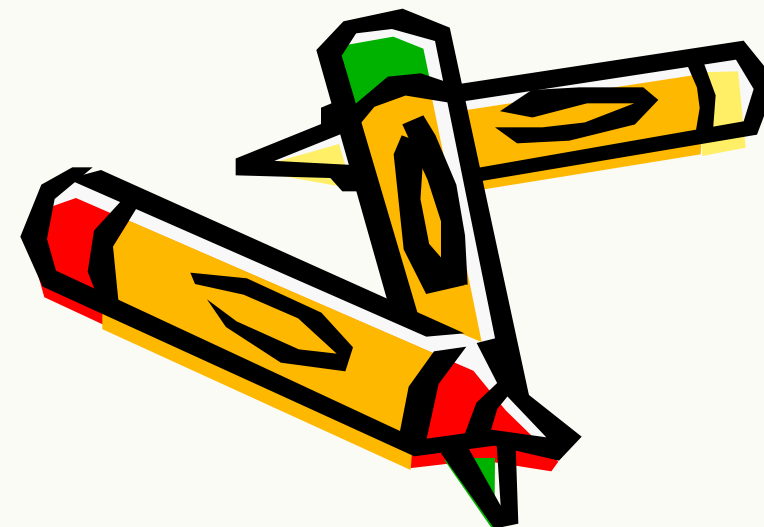
\* They record progress over a specific period of time, and they make comparisons from period to period by identifying changes and their underlying causes and effects.

\* They are essential for effective decision making so they must be clear, accurate and unambiguous.



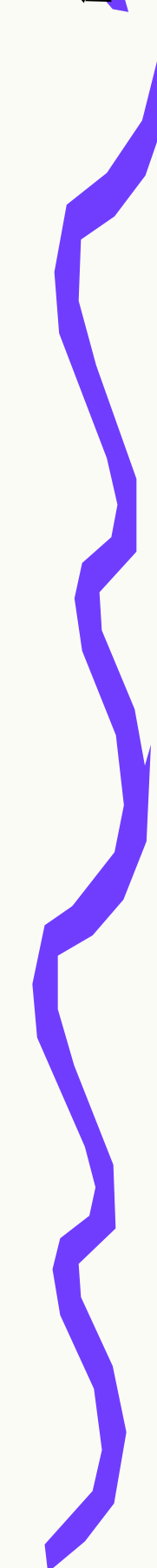
# Audience

- ◆ Instructors
- ◆ Supervisor
- ◆ Associates
- ◆ Customers

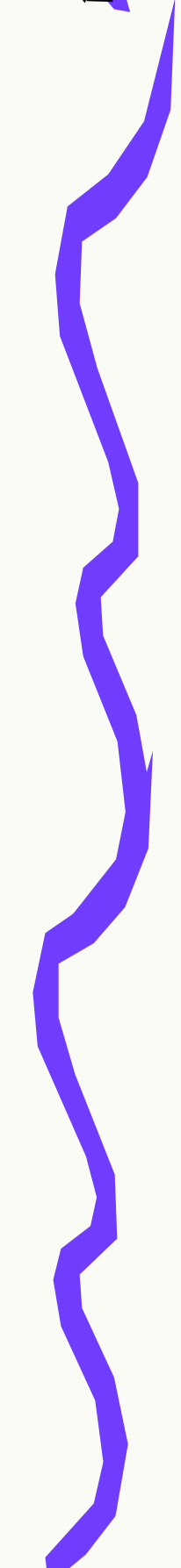


# Successful progress reports answer the following questions

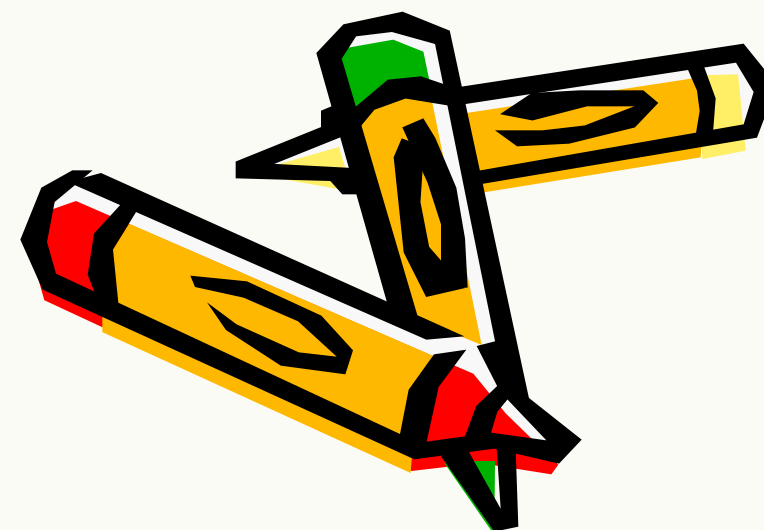
1. How much has been accomplished since the last report?
2. Is the project on schedule?
3. If not, what went wrong? How has the problem been corrected? How long will it take to get back on schedule?
4. Are there any unexpected problems (other than schedule problems)?
5. When do you anticipate completion?



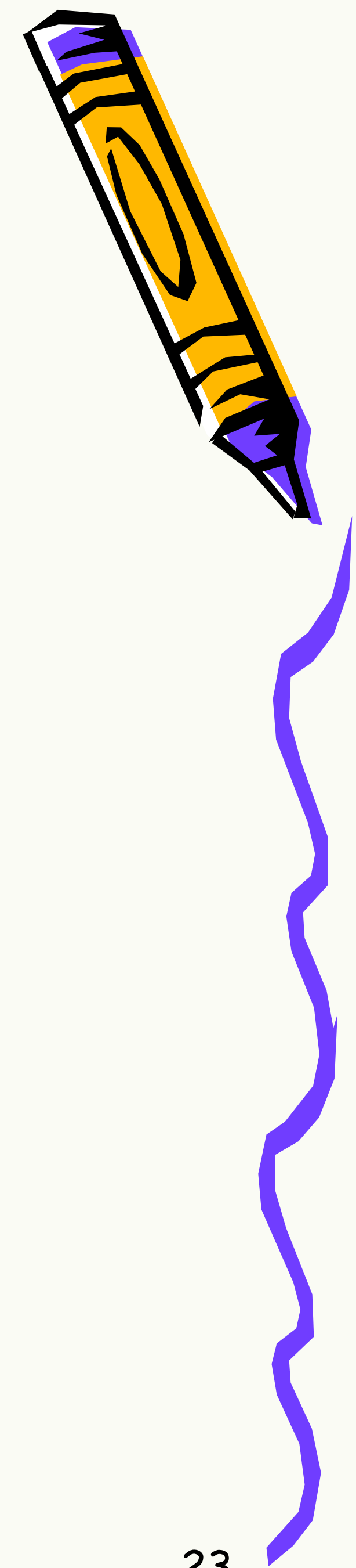
# Suitable Formate



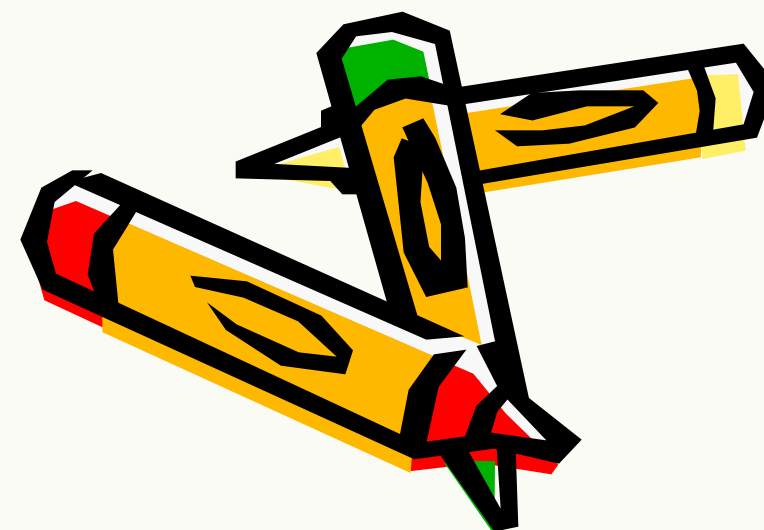
Most organizations have standard printed progress report forms, although headings vary considerably. Here is one simple format:



# Introduction



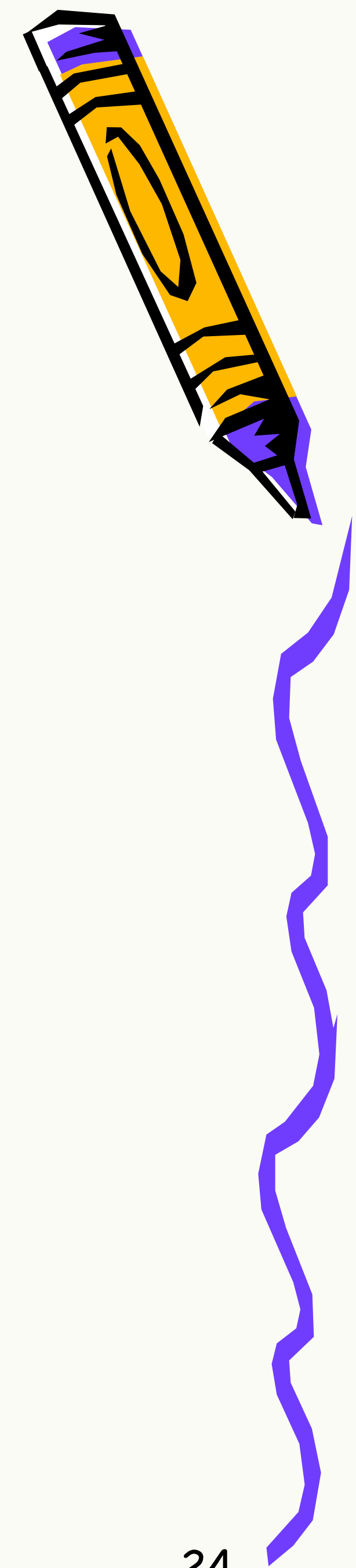
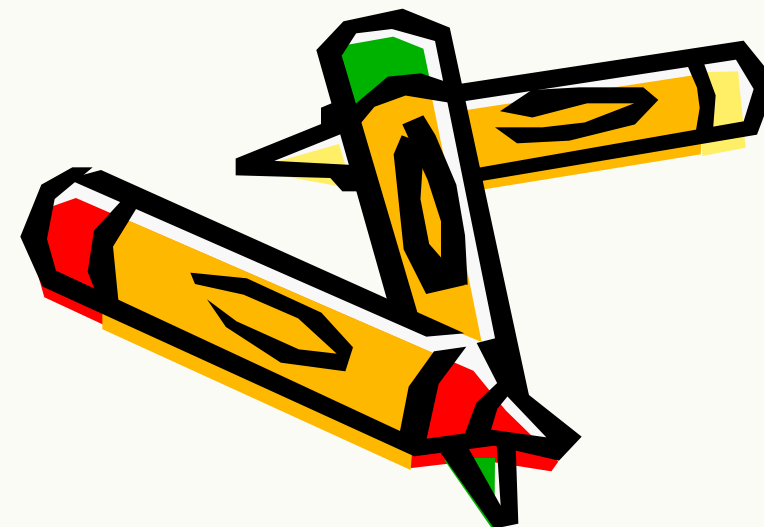
- ◆ the period of work covered.
- ◆ the work planned.
- ◆ the authority for the work.
- ◆ the progress to date.





# Main Body

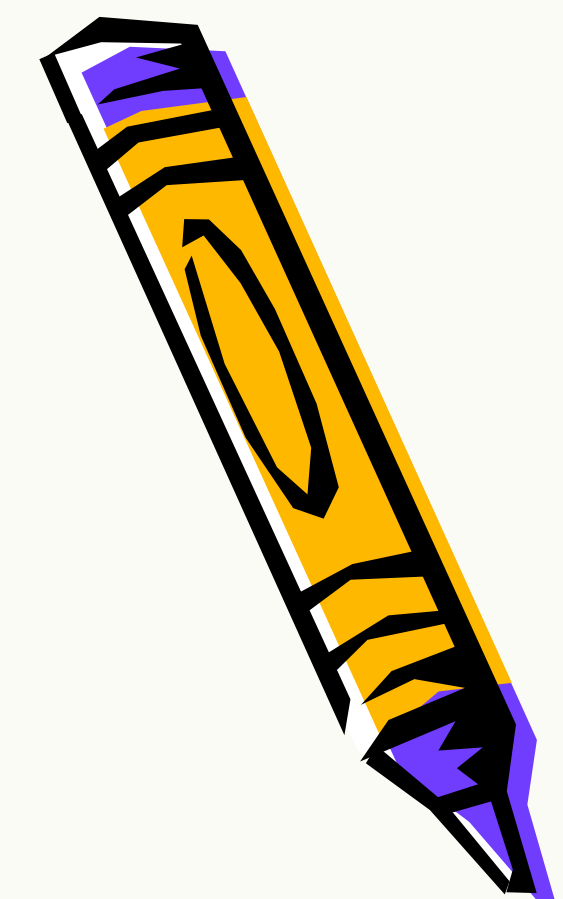
- ◆ the work completed.
- ◆ how the work has been completed.
- ◆ the work planned for the future.
- ◆ an overall appraisal of the progress to date.



# Research Reports

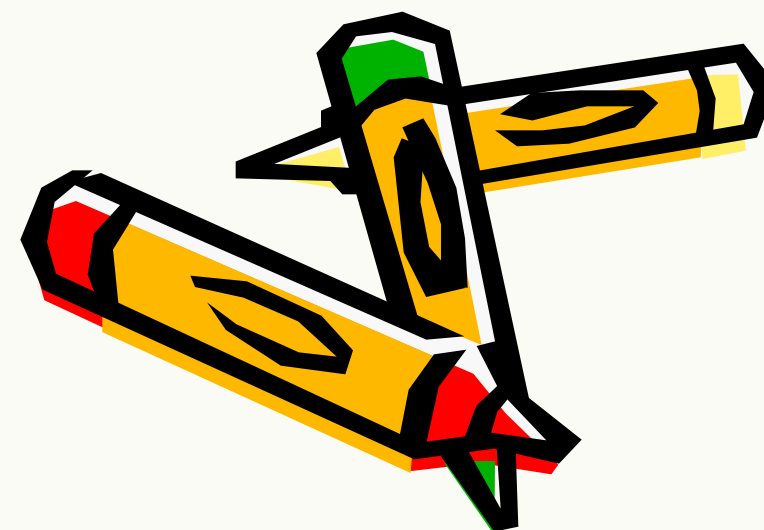


Most scientists regarded the new streamlined peer-review process as "quite an improvement."



# Definition

The purpose of a research report is to extend our understanding of the world by reducing uncertainty and increasing our comprehension of it.

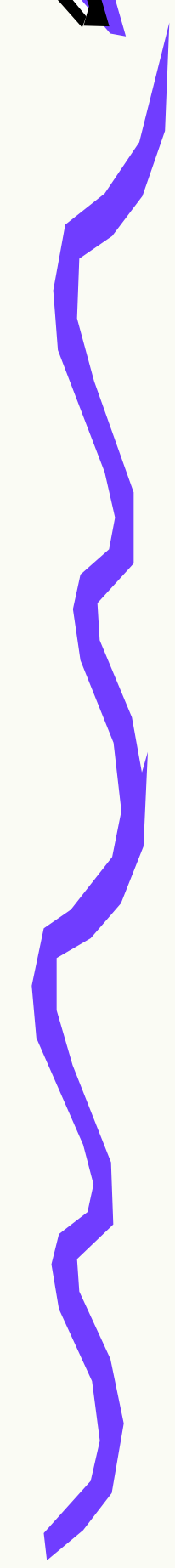
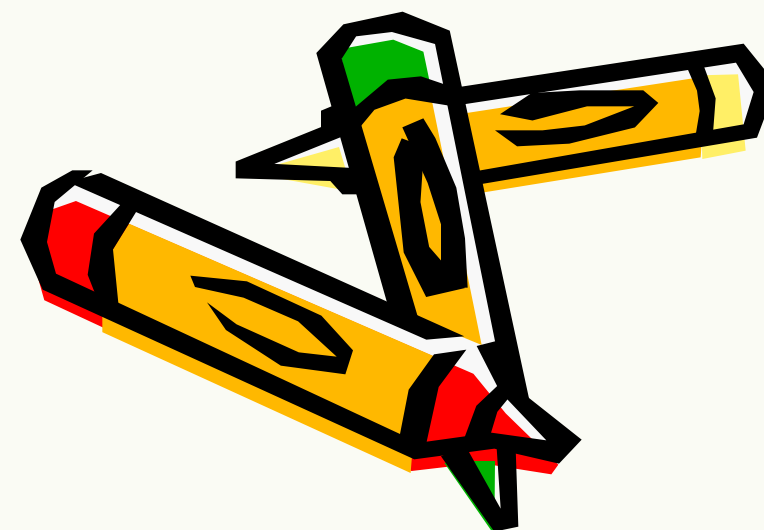




# What points should I bear in mind?



Results alone are never enough. As you will see from the typical format described below, you must be able to assess and then evaluate the reliability of the results. You must say precisely how the work was carried out, what methods were used to collect the data, and how it was analyzed. **Conclusion & recommendations must be drafted with great care.**

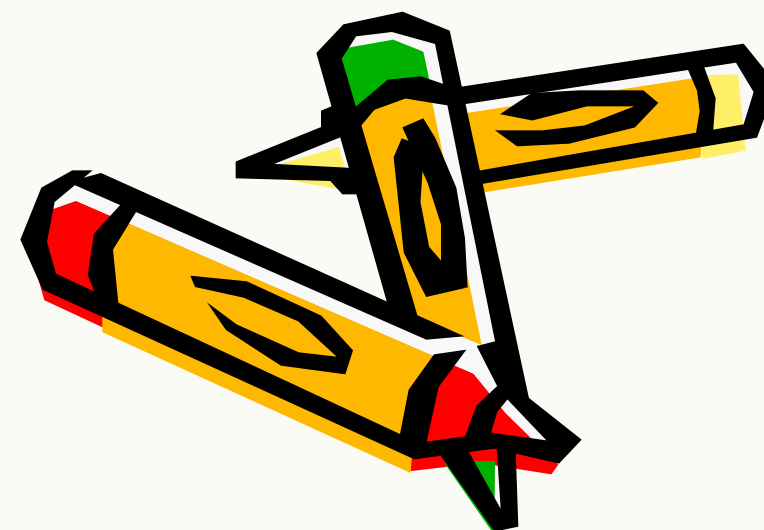


# What would be a suitable format?

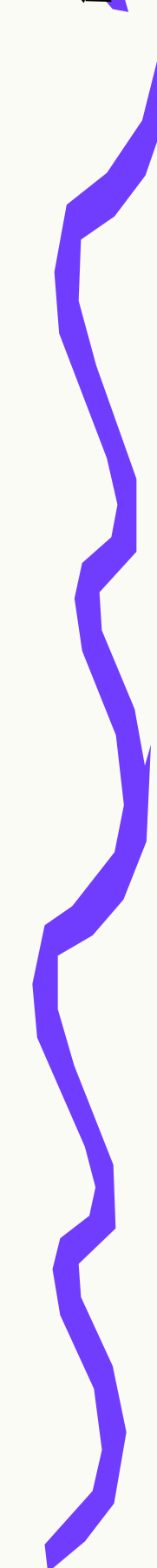


This is a typical format for a research report:

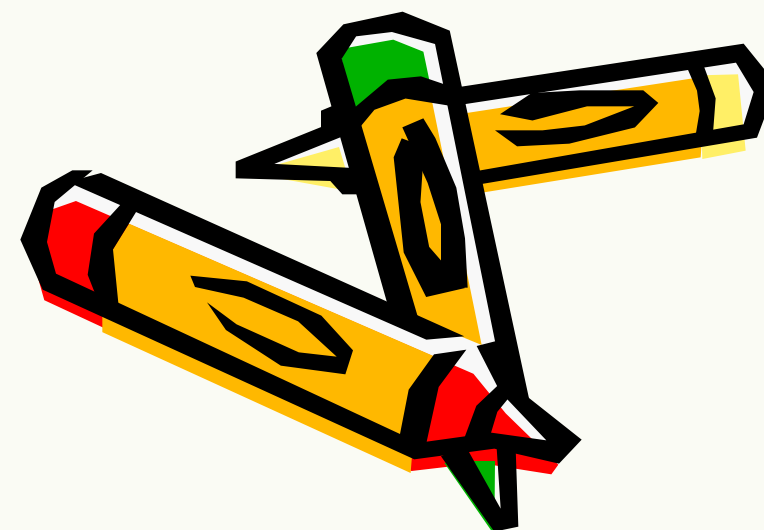
1. Contents page



## 2. Introduction



- ◆ Set the scene; give a clear statement of the objectives and scope of the research.
- ◆ What was known about the subject at the beginning of the research?
- ◆ Put the project into its proper context.
- ◆ Give the reason(s) for the research.
- ◆ Discuss the events which led up to it.
- ◆ Assess the importance of other, related work.





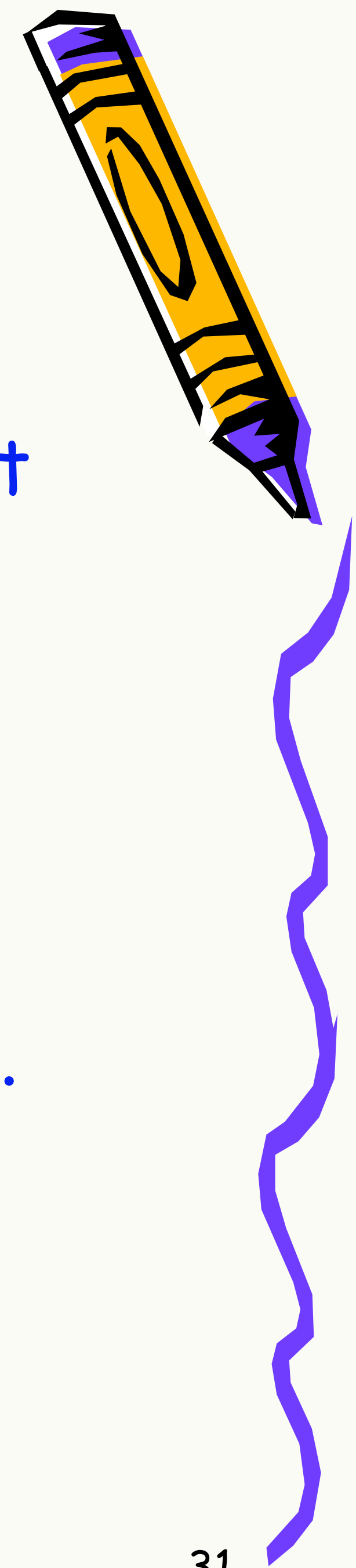
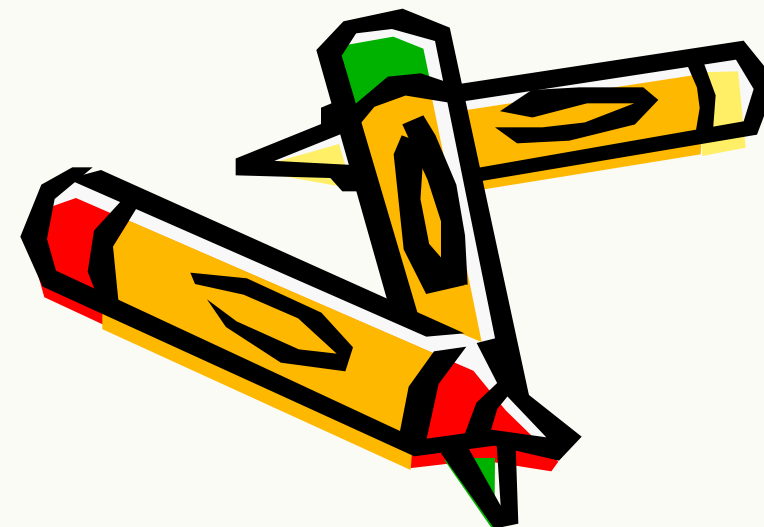
# 3. Work carried out

- ◆ Describe the overall shape and design of the research.
- ◆ Describe the methods used (for example, sampling methods).
- ◆ Describe the actual work carried out, probably in chronological order.
- ◆ Explain how the results were analyzed (for example, input to a computer).



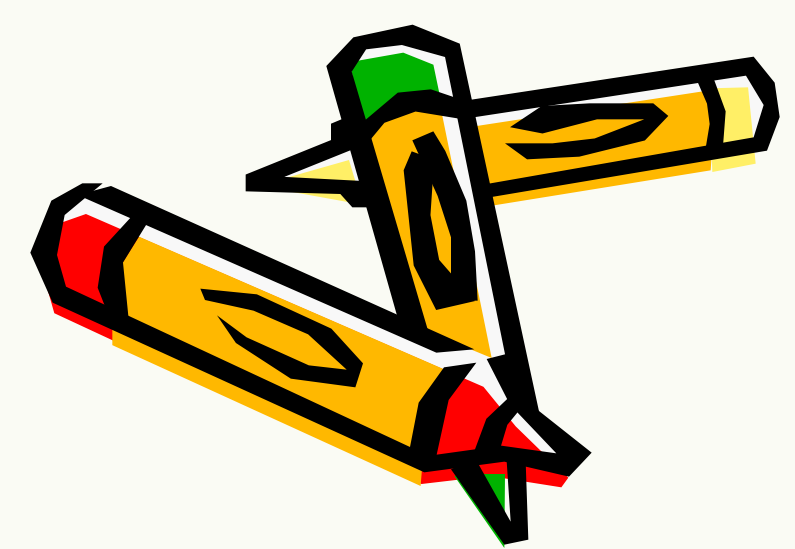
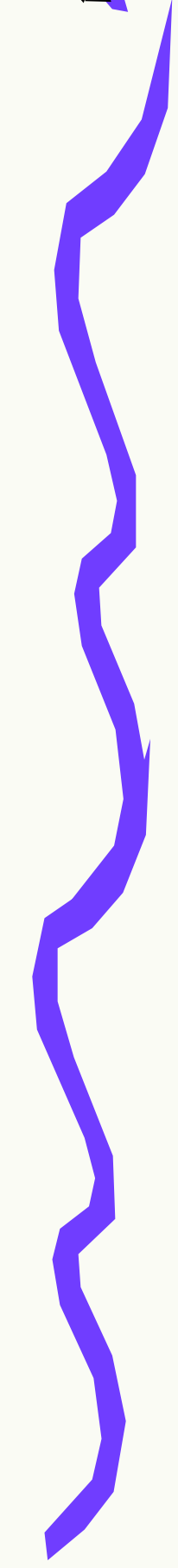
## 4. The Results

- ◆ In an academic report, give full results (with an interpretation in a separate section).
- ◆ In a non-academic report, you can omit some results (or at least put them in an appendix) and emphasize significant results.
- ◆ Concentrate on each objective of the research in turn.
- ◆ Structure your results around these objectives.
- ◆ Discuss the results; form links; build up an overall picture.
- ◆ Distinguish 'facts' from interpretations, inferences, predictions or deductions.



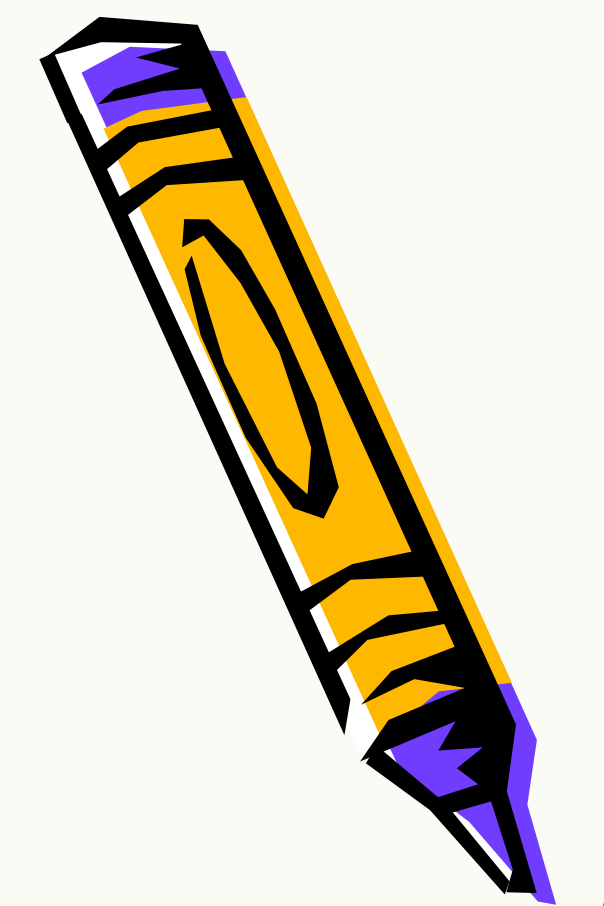
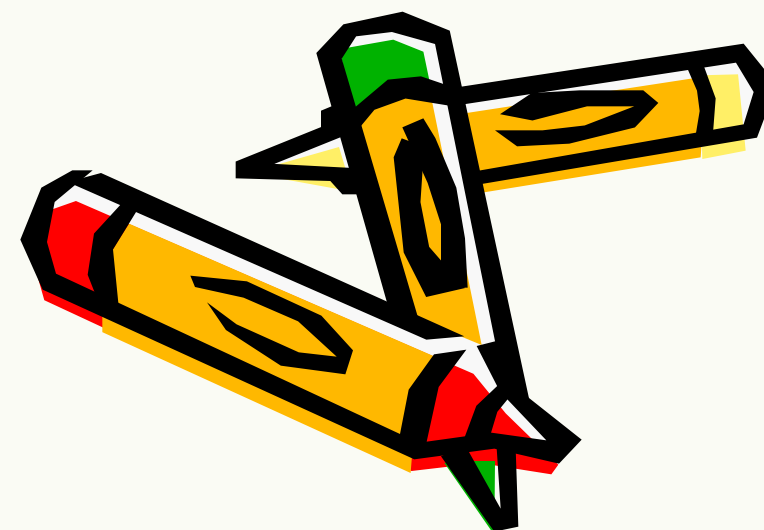
# 5. Conclusions

- ◆ Make sure they flow naturally from the results.
- ◆ Each one must be supported by your findings and/or other research.
- ◆ If no clear picture has emerged, then say so.
- ◆ Do not see relationships that do not exist.



## 6. Recommendations

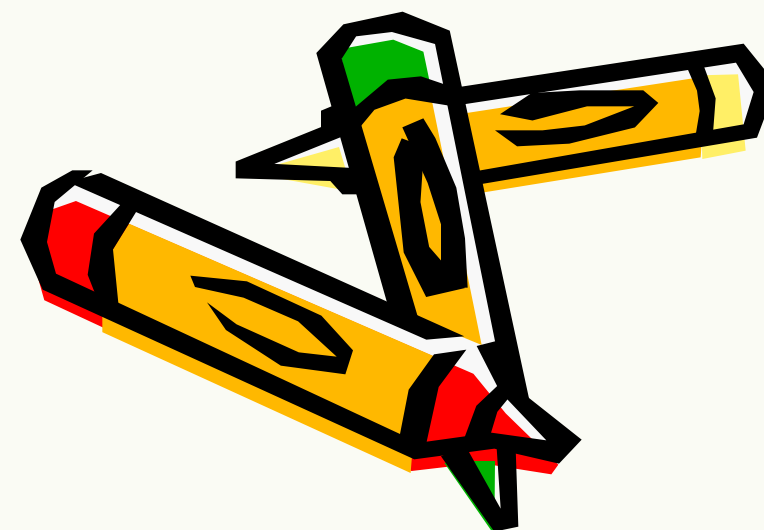
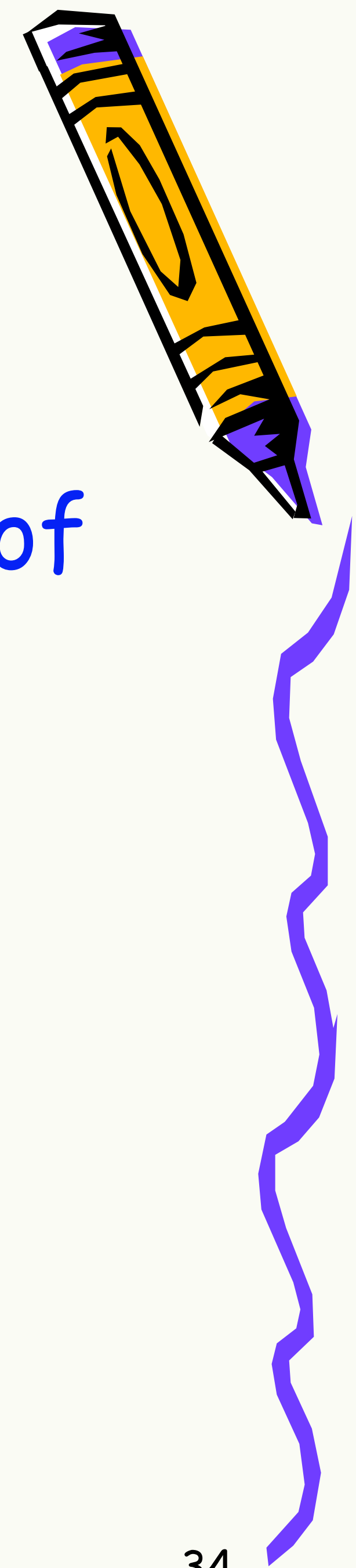
- ◆ These should flow naturally from your conclusions, with no surprises.



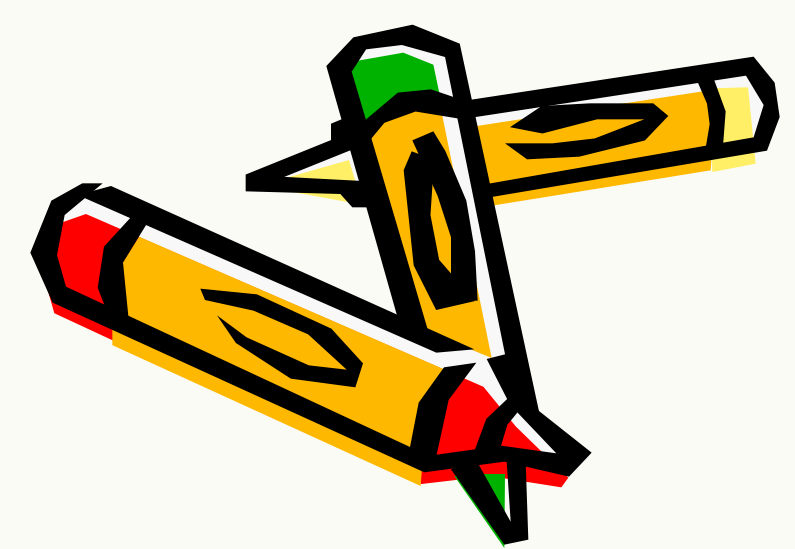
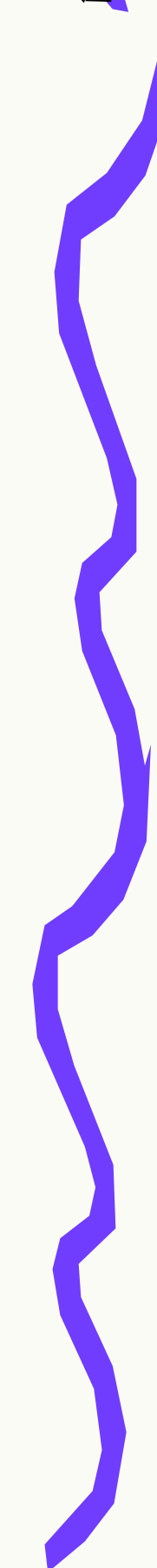


# 7. Appendixes

- ◆ Include items which would disturb the flow of the report (for example, survey forms and questionnaires).

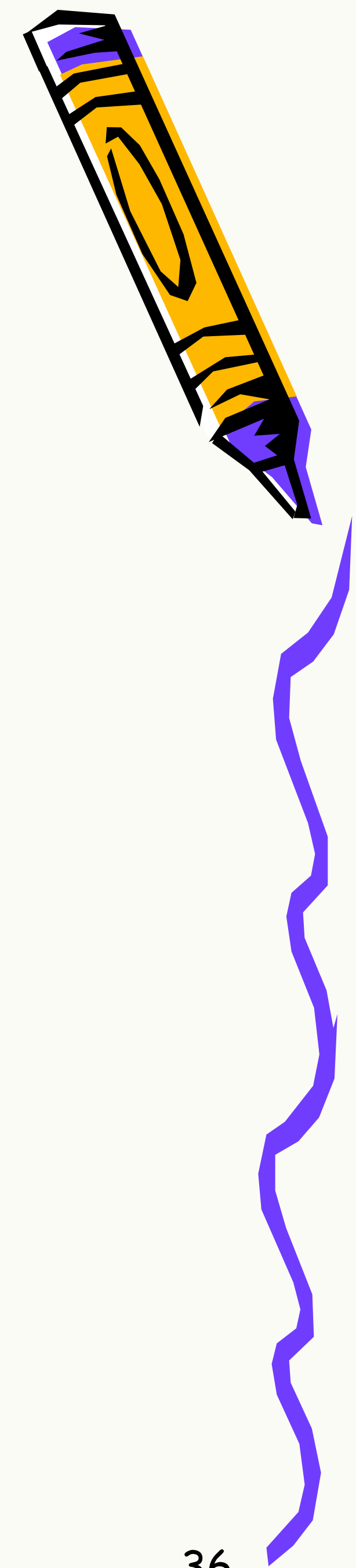
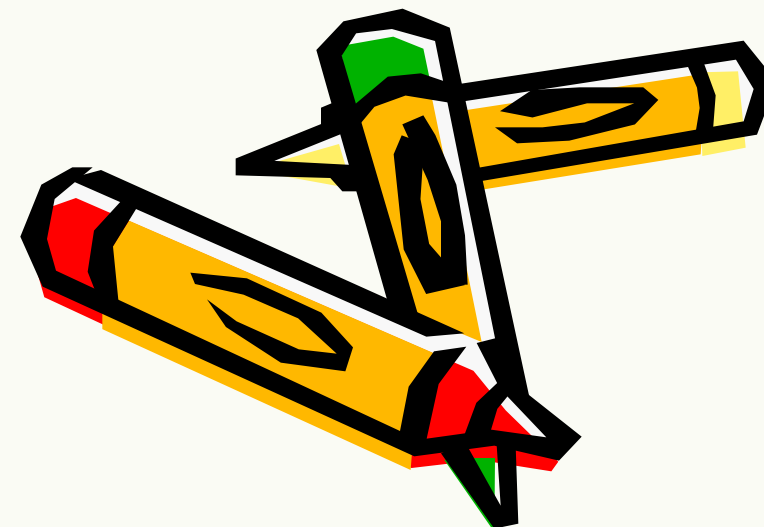


# 8. References, or Bibliography, or Resources.

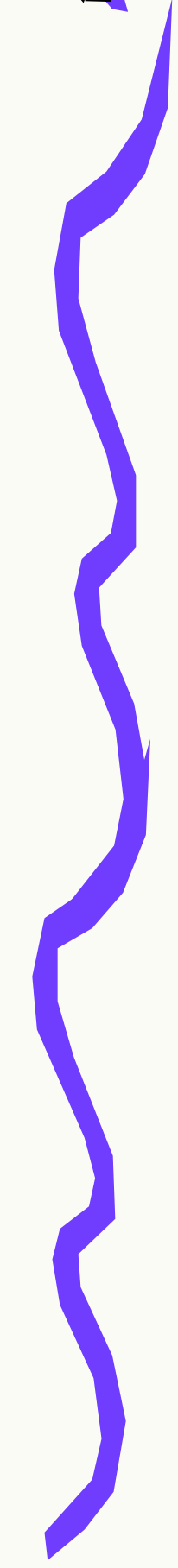




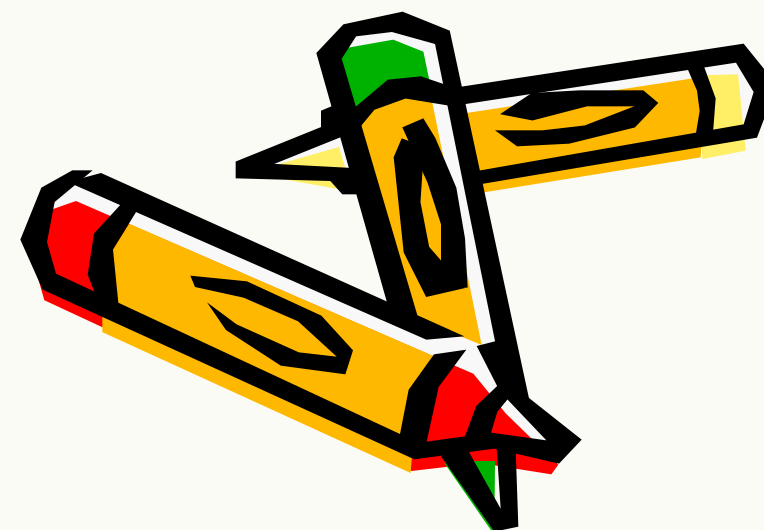
## Brainstorm Activity



# Home Work



Below is an example of a “mapped” checklist that puts all of the steps we have learned together followed by a table of contents. It is a good guidance tool to use when preparing to write a report. The “mapped” checklist is modeled on the Malaria prevention exercise we completed earlier.





# “Mapped” Checklist for Malaria Prevention



## 1. Who is it for?

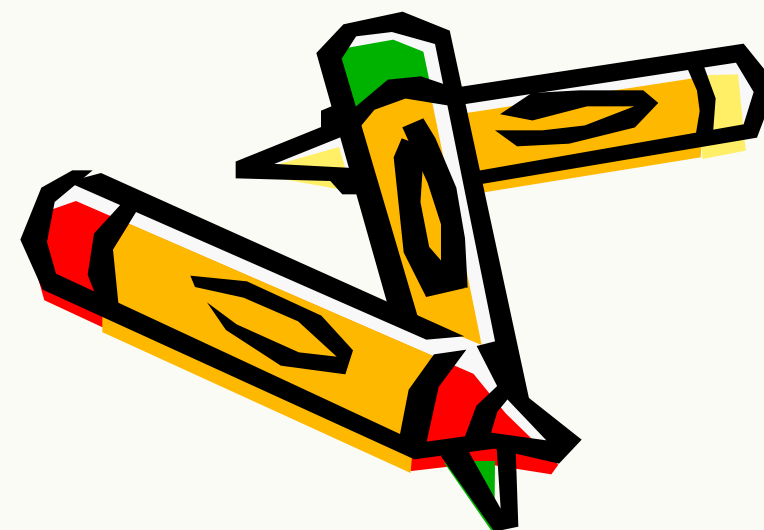
Health workers in district offices.

## 2. What is it about?

Malaria prevention - success stories over the last five years.

## 3. Title

Let's Win the Battle Against Malaria

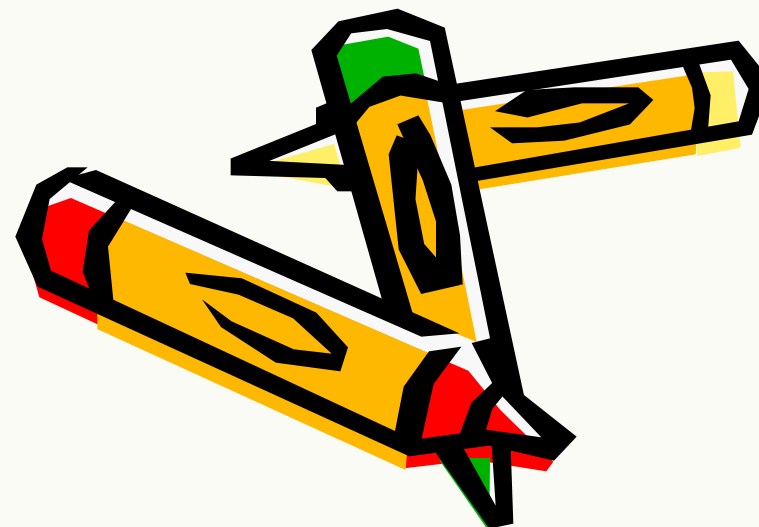


## 4. Summary

This report attempts to examine the benefits and drawbacks between different methods of combating malaria in Southern Africa, including rate of success, time, cost, and other socio-economic factors.

## 5. Introduction

Exploring the methods for evaluating available options for combating malaria, and the relative successes of different options over the past five years.



## 6. Topic sentences

1. Insecticide treated nets have been proven to protect people from malaria, by both preventing physical contact, and killing the mosquito.
2. Community based work projects to reduce mosquito breeding grounds have been successful.
3. Indoor residual spraying remains one of the most widely used methods of vector control.
4. All of the discussed methods for the prevention of malaria work to some degree, but is it more beneficial to take a proactive or reactive stance?
5. What is the most successful and cost effective way to combat malaria, and how can we implement these measures?
6. With community work and adequate resources, malaria could be greatly reduced over the next decade.



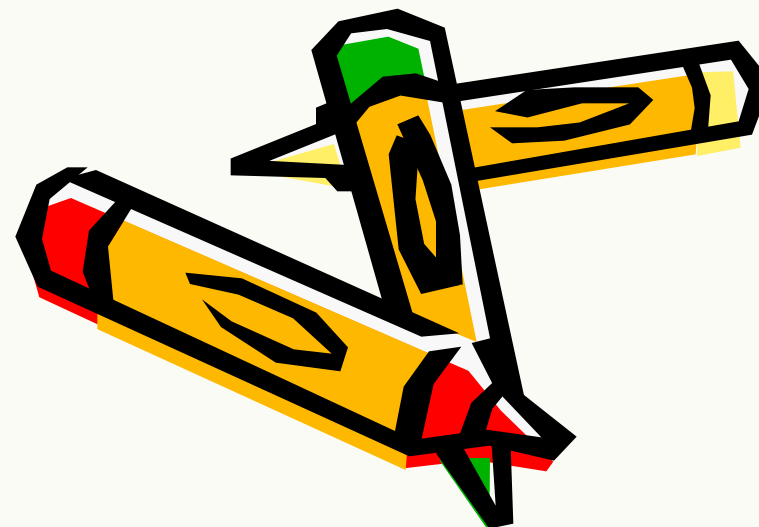
## 7. Conclusion

Having examined the different malaria prevention methods, and weighing their pros and cons, there are many possible solutions.

## 8. Recommendations

## 9. Appendix

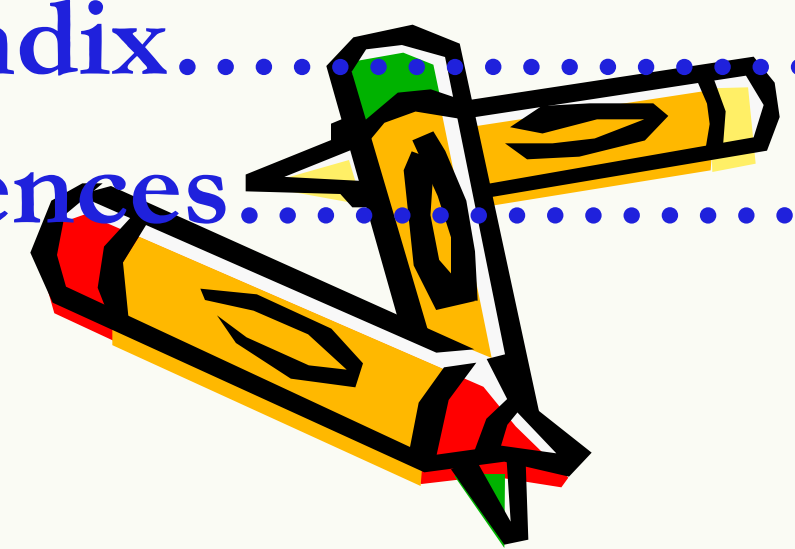
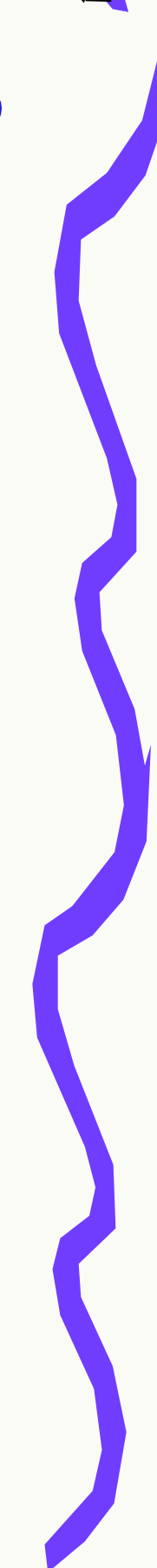
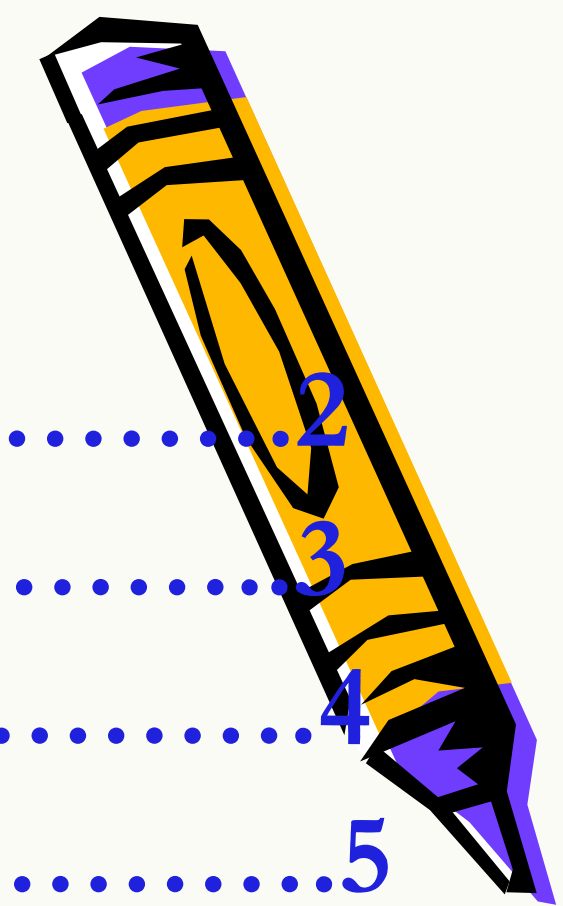
## 10. References





# Table of Contents for Malaria Prevention

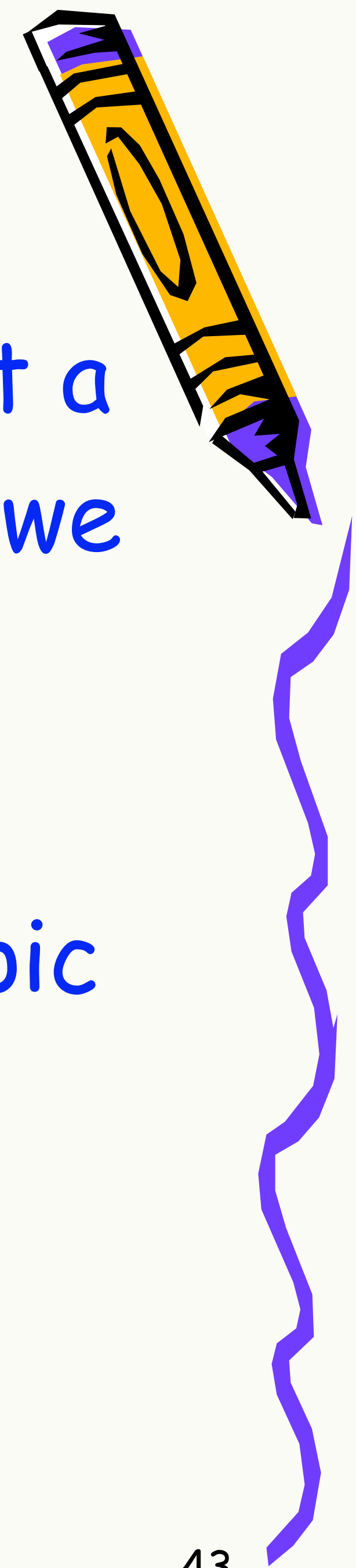
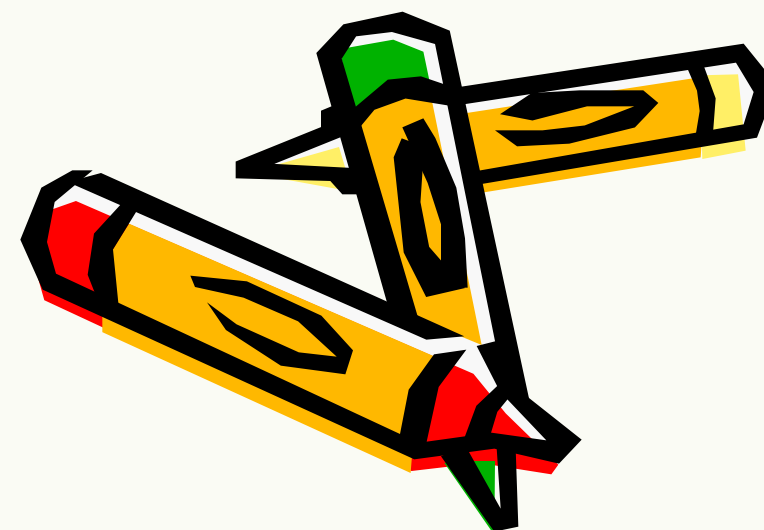
<u>Contents</u>	<u>Page no</u>
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3.3 Future success.....	9
4. Conclusions.....	9
5. Recommendations.....	10
6. Appendix.....	10
7. References.....	11



1. Map out one topic sentences, then construct a table of contents to all types of reports that we covered.

2. Write a suitable report on the following topic within 200 words.

How do computer viruses spread ?







- \* The purpose of a Report Writing portfolio is to demonstrate the student's improvement and achievements.
- \* A Report Writing portfolio typically contain: Cover page, Content, Student C.V, Quotations the student especially likes, brainstorming activities, clustering, diagramming, charts, webs, photographs, outlining, free writing, drafting, redrafting, feedback, self-evaluation & Lecturer evaluation.

