

REPORT WRITING (PATTERN)

Date:

To: The,
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From:
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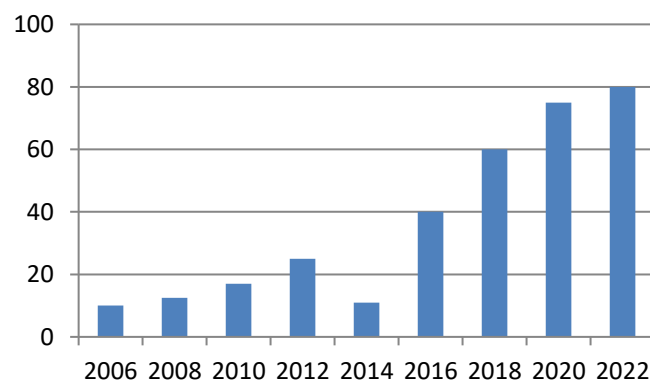
Subject: _____

Introduction:

Report:

[illegible]

..... (Title)



Conclusion:

Suggestions and Recommendations:

- i. _____
- ii. _____
- iii. _____

Signature:,
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REPORT WRITING (SAMPLES)

(i) Report on the condition of the college library:

Date: March 4, 2022

To: The Principal,
A.B.C. College
A.B.C. (City)

From: X.Y.Z,
Member Literary Society,
A.B.C. (City)

Subject: Condition of the College Library

Introduction:

Library is an integral part of any educational institution. Without good reading habits, students cannot develop into good learners. A good library attracts the knowledge seekers and plays a role in motivating urge for learning and developing a love for knowledge. Our college also has a library, and in response to your direction, I have prepared a report on its condition.

Report:

Our library is situated on the 2nd floor of the administration section of our college building. It consists of a reading hall, office of the librarian and more than fifty average size racks and cupboards for keeping books. There are long tables around which chairs are set. There are five reading stands for newspapers. The state of cleanliness in the reading hall is quite satisfactory. The hall is quite spacious. However, being on the second floor it gets quite hot and stuffy in summers.

The most important part of the library is the books. There are some five thousand books in various sections of the library. One of the cupboards consists of the textbooks. Reference section consists of a sizable number of Encyclopedias, dictionaries, record books including Guinness Book of World Records, Atlas and maps etc. A collection of great works, namely Great Books Series is also a part of the reference section. However, the latest version of Encyclopedia Britannica has not yet replaced the older version.

The classified sections include books on Education, Islamic Theology, Tafseer and Hadith, Islamic Jurisprudence, Islamic history, Science, Philosophy, Economics, Mathematics, World History, War, Literature, Psychology, Political Science and Mass Communication. There is a section labeled miscellaneous. It contains sociology books and some other areas not covered by any of the classified section. The books contained in all these sections are quite authentic ones.

However, as the world is changing rapidly, many new books are being published containing new knowledge and improvement upon the previous one. For the last ten years, very few new books have been purchased. There is no research section; so, the students cannot view research papers or thesis although magazines related to current affairs and science and technology are useful sources of some help. Although internet is available, not enough PCs are available, and students are not allowed to use their cell phones, it is not of much use.

Conclusion:

All in all, the library is in good shape but surely there is room for improvement. Following suggestions are made to further upgrade the library and make it more useful for the students and teachers.

Suggestions and Recommendations:

Although some measures have recently been taken, some more are suggested so that this important aspect of college endeavors may become more beneficial and aligned with the needs of today's learners and knowledge seekers.

- i. New books may be purchased to enrich the resource and to make it up to date.
- ii. The magazines and newspapers may be reviewed to exclude some which have lost their relevance and include others which have quality stuff.
- iii. The E-library section needs special attention. A separate hall may be specified for research and internet facility. The e-libraries of different universities across the globe may be connected to the college e-library.
- iv. The condition of the main reading hall may be improved by enhanced ventilation or, if possible, air conditioning. The quality and the number of lights installed should also be enhanced to make reading really a pleasure.

Signature: X.Y.Z,
Member of Literary Society

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(ii) Report about the Inflation of the Daily Consumer Items:

Date: March 4, 2022

To: The Director,
The Punjab Food Authority,
City A.B.C.

From: The Assistant Food Controller,
The Punjab Food Authority,
City A.B.C.

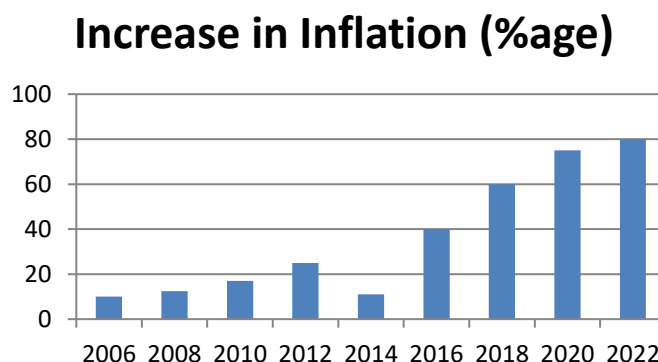
Subject: Report about the Inflation of the Daily Consumer Items

Introduction:

I am Assistant Food Controller of the City A.B.C. after receiving complaints on citizen portal about high rates of daily consumer items, I have been given the task of investigating the reasons of the growing rates of the daily consumer items. After my surprise visits to markets and investigating from different shopkeepers and consumers, I am writing my report to highlight different aspects related to the growing prices of daily consumer items.

Report:

During my surprise visit of markets, I came to know that the prices of necessary consumer items are increasing on daily and weekly basis as well depending upon the demand of different items. I visited chicken shops, Coffity, DE Minister Café, Chahe Khana, Nawab Restaurant, vegetables and fruits market, Bismilallah Fast Food, Khan General Store, Sasta Bazar and Punjab Cash and Carry. High penalty (along with imprisonment) were charged on those who were over-charging and had no rate lists displayed. There are many causes due to which there is increase in inflation. Firstly, some sections of the businessmen are intentionally over-charging the public to shift all the blame on the present government. Secondly, the hoarders are smart enough to be caught by the officials of the food department as they have some hidden /secret places where they hoard consumer items. This criminal act causes artificial shortage of consumer items in the open market and prices suddenly go higher. Thirdly, the severe effects of international markets along with increase in dollar rate in respect to our currency caused sudden rise in inflation. All these factors along with unemployment and illiteracy are making the life of poor people miserable and pathetic. The rate of inflation can be seen through this graph:



Conclusion:

The growing prices of the daily consumer items are hurting poor and average people's life. Lack of interest of the government officials and the inappropriate process of check and balance are great hindrances to stop inflation in prices. Therefore due to black marketing and hoarding goods, it is getting harder to stop the growing prices of daily consumer items.

Suggestions:

To address this problem seriously, government has to take steps so that low income people can spend their lives comfortably and free of tension. I want to put forward the following suggestions to control the prices:

- i. The government should relax taxes on necessary consumer items to benefit the public having meager resources of income.
- ii. The government should empower the food department to catch some big fish which presently slip away from the weak traps.
- iii. The government should take solid measures to increase production of the local products this will boost up the local industry and provide more job opportunities.
- iv. The government should strengthen the hands of the food department to take some strict actions against those who are involved in hoarding and black marketing.

Signature: A.B.C,
The Assistant Food Controller

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(iii) Report about parking issues in front of college premises :

Subject: Report about the Inflation of the Daily Consumer Items

Introduction:

My name is A.B.C. I am a student of F.SC in X.Y.Z College. On the behalf of the students of my college, I want to bring a deep concern about an important issue of parking in our college. I have also written a report to the Vice Principal about the issue of parking but no action has been taken yet. The parking place for vehicles is not enough to accommodate all the vehicles. Today, in this report, I will briefly explain some of the issues with statics so that you can come to know the intensity of this issue.

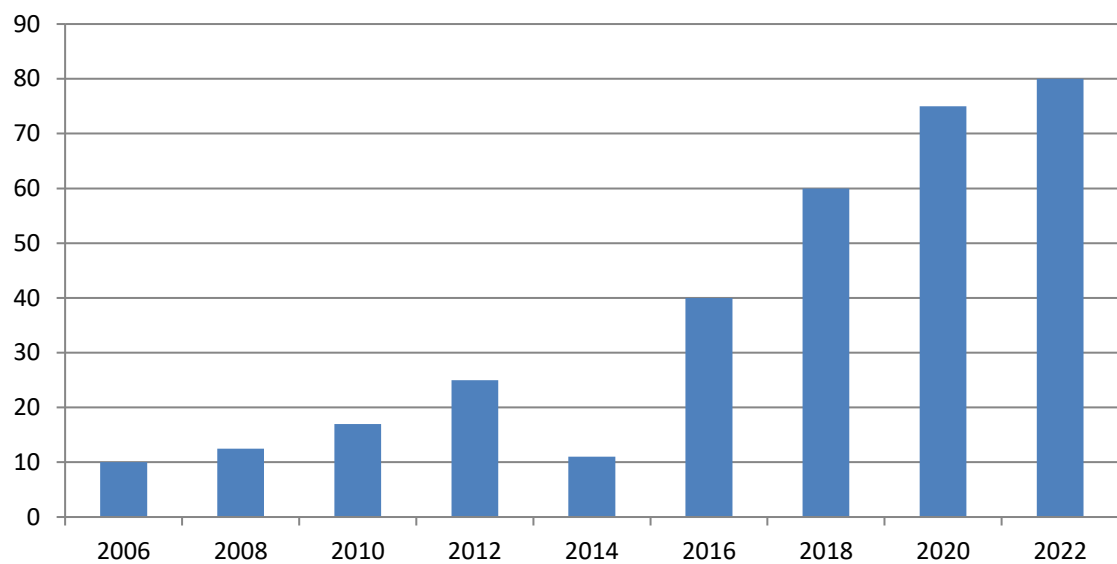
Report:

I would like to bring your attention towards the issue of car and bike parking in our college. Due to new admissions, the issue is becoming more and more problematic. The facility of parking is not available to all students as well as the teachers. They have to park the cars and bikes in front of the college unattended. The students cannot focus on their studies as they are worried about their vehicles because due to lack of space, they are being parked on the side of the road that causes serious damages. In addition, a number of cases of stolen bikes have been reported. Students have brought a lot of complaints to the students union about this issue in the past three months a total of 30 bikes and a car and two cars have been stolen. I know many people

personally who want to join this college but don't do so because of this issue of parking I would request to solve this issue as soon as possible

The students of our university are facing a major problem these days the issue is becoming serious with every passing day that is your parking of cars and bikes is increasing day by day due to new admissions space for parking vehicles in parking lot or not enough now to accommodate the vehicles which are owned by the university staff and students this has caused Friction between the students in the University authorities because of illegal and haphazard parking that has resulted in a bad manner of the car owners have begun packing the cars in insecure places outside the college where there is no one to look after them the universities staff doesn't pay attention towards the parking sign of students students of unpack the vehicles in regular order which takes more

Increase in Inflation (%age)



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Signature: A.B.C,
The Assistant Food Controller

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