

Informal Report

The purpose of an informal report is to inform, analyze and recommend. It usually takes the form of a memo, letter or a very short document like a monthly financial report, research and development report, etc. This report is shorter and informal than a formal report. It is written according to organization's style and rules but generally does not include the preliminary and supplemental material. The informal report is generally more conversational in tone and typically deals with everyday problems and issues of an organization. Sales reports, lab reports, progress reports, service reports, etc. are few examples of this kind of reports.

An informal report usually consists of

- Introduction
- Discussion
- Recommendations and reference

Introduction:

Mention the general problem first, so that the readers can understand the context. Then state the specific question or tasks arising from the problem that you will be dealing with. Finally, explain the purpose of the essay and its expected results. Since this is an informal and a short report, this part does not need to be long. Two or three sentences will be sufficient.

Discussion:

Present your findings clearly and briefly, in an appropriate method. You can use lists, tables, charts, etc. with adequate explanations. Present your results in descending order of importance. This way, the most important information will be read first. This will be the longest part of your report since this contains the major information.

Conclusions and recommendations:

The conclusion of a report, depending on its intention, should remind the reader what actions need to be taken. Recommendations section might not be needed unless it is requested. It depends on the company's/organization's policy.

Formal report

The purpose of a formal report is collecting and interpreting data and reporting information. The formal report is complex and long, and may even be produced in bound book volumes. A formal letter generally consists of

- Title page
- Executive summary

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