



ological details, copies of measuring instruments and the like. It is comprehensive and complete. It is written by using technical language, following a specified pattern.

## 2. Popular Report

This type of report is designed for an audience of executives/administrators and other non-technical users. The reader is less concerned with methodological details, but more interested in studying quickly the major findings and conclusion. It should present broad facts, findings and recommendations. It must be interesting, simple and lucid. It must avoid all technical jargons and details as to the method of investigation. The style may be more journalistic but be precise and it should encourage rapid reading and quick comprehension. More headlines, underlining, pictures and graphs may be used.

## 3. Interim Report

When there is long time gap between data collection and the presentation of the results, the study may lose its significance and usefulness. To avoid such eventualities a short report, containing

(a) the first results of the analysis or (2) the final outcome of the analysis of some aspects completely analysed is presented. Such a report is called interim report. This type of report is required particularly when the study was undertaken for a sponsor; whose interest may be lost if there is inordinate delay in giving a report. It helps the sponsor to take action without waiting for the full report.

## 4. Summary report

A summary report is prepared for the consumption of lay audience viz., general public. It is written in non-technical and simple language. It is a short report of two or three pages. It contains a brief reference to the objective of the study, its major findings and their implications.

## 5. Research Abstract

Research Abstract is a short summary of the technical report. It is usually prepared by doctoral students on the eve of submitting his thesis. It contains a brief presentation of the statement of the problem, the objectives of the study, methods and techniques used and an overview of the report. A brief summary of the results of the study may also be added.

## 6. Research Article

Research Article is designed for publication in a professional journal. It must be clearly written in concise and unambiguous language. It must be logically organised, progressing from a statement of the problem and the purpose of study, through the analysis of evidence, to the conclusions and implications.

### Steps/Stages in report writing

1. Plan the project in advance, fix the target and final date of completing the report.