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Programme: M.A.,HUMAN RESOURCE MANAGEMENT

Course Title : Communication Skills For Manager
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Unit-IV

Report Writing

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Importance of Reports

- **Documentation:** Reports serve as an official record of information and decisions.
- **Communication Tool:** Helps in conveying complex data, analysis, and recommendations.
- **Decision Making:** Provides necessary information to facilitate decision-making in businesses, organizations, and government.
- **Problem-Solving:** Helps to identify issues and offer solutions.
- **Accountability:** Ensures transparency in operations, processes, and progress.

Types of Reports

- **Informational Reports:**

- Present facts, data, or findings without analysis or recommendations (e.g., progress reports, annual reports).

- **Analytical Reports:**

- Analyze information and provide recommendations or solutions (e.g., feasibility reports, research reports).

- **Research Reports:**

- Focus on detailed research findings in a specific field.

- **Internal Reports:**

- Created for internal use within an organization (e.g., performance reports, financial statements).

- **External Reports:**

- Generated for external stakeholders like clients, investors, or regulatory bodies (e.g., audit reports, market research reports).

Characteristics of a Good Report

- **Clear Objective:** The purpose of the report should be stated clearly.
- **Logical Structure:** Information should be organized logically (Introduction, Methodology, Results, Conclusion).
- **Accuracy:** All data and facts must be precise and verifiable.
- **Clarity:** Language should be clear and easily understandable.
- **Conciseness:** Avoid unnecessary information; keep it relevant and to the point.
- **Objectivity:** Report should be unbiased and present all sides of an issue

Preparing a Report

- **Identify the Purpose:** Understand the objective of the report (informing, analyzing, recommending).
- **Gather Information:** Collect data, evidence, and facts relevant to the report.
- **Organize Data:** Structure the information in a logical flow.
- **Write the Draft:** Start with an introduction, followed by methodology, findings, and recommendations.
- **Review and Revise:** Ensure the report is clear, concise, and error-free

Report by Individuals

- **Characteristics:** Typically written by a single person, focusing on one specific topic.
- **Structure:** Generally follows the same structure as other reports (e.g., Introduction, Body, Conclusion).
- **Examples:** Monthly performance reports, research findings, and project completion reports.

Understanding Yourself

- Self-Assessment:** Evaluate your skills, strengths, weaknesses, values, and interests.
- Personality:** Consider your working style (introvert vs extrovert), communication preferences, and leadership tendencies.
- Skills Inventory:** Identify key skills, both technical and soft (e.g., communication, problem-solving).
- Passions and Goals:** Reflect on what drives you and how you can align your career with your personal passions.

Setting Career Goals

- **Short-Term Goals:** Achievable in the near future (e.g., learning a new skill, gaining a certification).
- **Long-Term Goals:** Broader, more aspirational goals (e.g., becoming a manager, switching industries).
- **SMART Goals:** Specific, Measurable, Achievable, Relevant, and Time-bound.
- **Action Plan:** Break down large goals into smaller, manageable steps.
- **Review and Adjust:** Regularly track progress and adjust goals as needed.

Agenda of a Meeting

- **Definition**

A list of items to be discussed or acted upon in a meeting.

- **Purpose**

Provides structure to the meeting, ensuring all important topics are covered.

- **Components**

Date, time, location, objectives, and list of topics to be covered.

Minutes of a Meeting

- **Definition**

A written record of what was discussed and decided during a meeting.

- **Purpose**

Serves as a reference for attendees and others who were not present.

- **Components**

Date, time, attendees, decisions made, actions assigned, and deadlines.

Career Building Introduction

- **Importance of Career Development**

Helps in achieving professional success and job satisfaction.

- **Key Aspects**

Understanding oneself, setting goals, job search strategies, and preparing professional documents like resumes.

Understanding Yourself

- **Self-Assessment:** Recognize your strengths, skills, interests, and values.
- **Personality:** Understand your work preferences and communication style.
- **Skills Inventory:** Identify both hard (technical) and soft (interpersonal) skills.

Setting Career Goals

- **Short-Term Goals:** Immediate objectives, such as gaining a certification or mastering a particular skill.
- **Long-Term Goals:** Career aspirations, such as leadership positions or launching a business.
- **SMART Goals:** Specific, Measurable, Achievable, Relevant, and Time-bound.

Job Search Strategies

- **Networking:** Leverage personal connections and professional networks to find opportunities.
- **Online Job Portals:** Use platforms like LinkedIn, Indeed, Glassdoor for job listings.
- **Company Websites:** Apply directly through companies' career pages.
- **Recruiters:** Work with headhunters or recruitment agencies.

Interview Preparation

- **Research the Company:** Understand the company's values, culture, and recent developments.
- **Prepare Answers to Common Questions:** Practice answering questions about your experience, strengths, weaknesses, and why you're interested in the role.
- **Prepare Questions for the Interviewer:** Show your interest in the company by asking insightful questions.

Setting a Career Goal

- **Short-Term Goals:** Immediate steps that can be achieved within a year or two (e.g., skills development, certifications).
- **Long-Term Goals:** Goals that extend beyond 5 years, such as reaching a specific position or level of expertise.
- **SMART Goals:** Ensure goals are Specific, Measurable, Achievable, Relevant, and Time-bound.

Job Search Process

- **Job Search Strategy:** Research companies, industries, and roles that align with your goals.
- **Networking:** Build connections with professionals in your field to access job opportunities.
- **Online Job Portals:** Use platforms like LinkedIn, Indeed, or Glassdoor for job hunting.
- **Company Websites:** Many companies post job openings directly on their Websites

Resume Formats

- 1. Chronological Resume:** Lists work experience in reverse chronological order. Ideal for those with a solid work history.
- 2. Functional Resume:** Focuses on skills and abilities rather than work history. Useful for career changers.
- 3. Combination Resume:** A mix of both chronological and functional formats, highlighting skills and relevant experience.

Cover Letter Writing

- **Purpose:** A cover letter accompanies your resume and explains why you're a good fit for the job.
- **Structure:**
 - Introduction: Briefly introduce yourself and mention the position you're applying for.
 - Body: Discuss your skills, experience, and qualifications relevant to the job.
 - Conclusion: Express enthusiasm and invite the employer to contact you.

Key Takeaways

- **Effective Reporting:** Clear, concise, and well-structured reports are essential for professional communication.
- **Career Building:** Self-awareness, setting clear goals, and strategic job searching can propel your career forward.
- **Resume Writing:** Your resume is your personal marketing tool—tailor it to the job, and make sure it highlights your strengths.