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# How to Write a Summary Report

In creating a good summary report, it needs to have a justification for the research, explain the findings, and mention the suggestions for improvement on the less productive parts.



## Fully Comprehend What You're Summarizing

You have to actually read and understand what needs to be summarized and report about.

## Emphasize Important Data

When you start to analyze your data, find the most relevant elements to write in your summary.

## Give the Main Points

When summarizing a research report, you want to make sure that the main points are clear and understandable.

## Support Your Arguments

One common mistake made when trying to support arguments could be attempting to find help from outside sources that don't really coincide with your main points.

## Proofread

The first draft is usually not the best, and minor changes can be made to improve the summary overall.

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## Guidelines for Writing Internship Reports

### Objective

Writing reports is one of the most formal ways of presenting the results of a project. Reports can be written about any professional activity including experimental or test results, design proposals, economic or technical feasibility studies and project summaries. They usually follow a major effort on a single topic and are written for review by people involved in decision making or affected by their work.

Internship students are asked to write an Internship Report for a number of reasons, including practice in the following:

- Organizing and presenting a large amount of information related to a problem.
- Interpreting relevant information.
- Evolving relevant conclusions which result in recommendations.

### Essential Elements

An Internship Report contains four essential parts. However, it may also contain other information and be laid out under different titles. These essential parts are:

- A clear definition of the problem addressed by the study.
  - The details of the study including: assumptions, alternatives, and predicted outcomes.
  - Conclusions following from the details.
  - Recommendations derived from the conclusions and addressing the problem.
- Recommendations are required in your Internship Report.**

### Choosing a Topic

Your Internship Report should be based on a specific aspect of the relevant organization where you intend doing your internship, e.g. HR, Finance, Marketing, Logistics, etc. Hence you should research a topic that is related to your work or place of internship. In this regard, a generalized study report will not be acceptable.

### Style

The Internship Report is expected to be analytical rather than descriptive. It should contain accurate, factual information together with sound arguments and conclusions. The format of the report should normally follow the guidelines provided in **R&D Research Book** issued by **R&D Office**.

### General Guidelines

- The length of your Internship Report should not exceed 10,000 to 12000 words or 40 to 50 pages with 1.5 line space, including appendices. The length should reflect the complexity of the topic and the thoroughness of the research. The Internship Report should be self-contained (explain any terminology particular to the topic the first time you use it), consistent, and to the point. It should be



Always write in the third person. Put the date, name of the place as well as the reporter's name after the heading. Structure report by dividing it into paragraphs. Stick to the facts and keep it descriptive. Must Read: IELTS Sample Letters Report Writing Formats It is quintessential to follow a proper format in report writing to provide it with a compact structure. Business reports and technical reports don't have a uniform structure and are generally based on the topic or content they are elaborating on. Let's have a look at the proper format of report writing generally for news and magazines and the key elements you must add in a news report: Title/Heading (Use a proper and creative and catchy heading related to the story)Reported by (in newspaper terminology, this is known as a byline)PlaceDateIntroduction(Must be factual, crisp, and concise; It should generally cover the 4W and 1H of the topic, i.e. what, when, where, who, why & how)Body of Content Explain, WHY the particular event or incident took place. Conduct meticulous research and gather all factual information related to the story. Here, the readers would want to know more about the event in detail.ConclusionIn the conclusion part, the background information of the story is mentioned. If you are covering any event, you have the liberty to add the list of participants or attendees who thronged the event. Magazine vs Newspaper Report Writing Format To Read: How to Learn Spoken English? Report Writing Format for Class 10th to 12th The report writing structure for students in grades 10 and 12 is as follows. Heading: A title that expresses the contents of the report in a descriptive manner. Byline: The name of the person who is responsible for drafting the report. It's usually included in the query. Remember that you are not allowed to include any personal information in your response. (introduction): It The '5 Ws,' or WHAT, WHY, WHEN, and WHERE, as well as WHO was invited as the main guest, might be included. The account of the event in detail: The order in which events occurred, as well as their descriptions. It is the primary paragraph, and if necessary, it can be divided into two smaller paragraphs. Conclusion: This will give a summary of the event's conclusion. It might include quotes from the Chief Guest's address or a summary of the event's outcome. Report Writing Example Credit: sampletemplates.com Credit: SlideShare Report Writing for School Students: Practice Questions Now that you are familiar with all the formats of report writing, here are some questions that you can practice to understand the structure and style of writing a report. You are a student of Delhi Public School Srinagar handling a campus magazine in an editorial role. On the increasing level of global warming, write a report on the event for your school magazine. On the Jammu-Srinagar highway, a mishap took place, where a driver lost his control and skidded off in a deep gorge. Write a report on it and include all the necessary details and eyewitness accounts. As a reporter of Delhi times, you are assigned to report on the influx of migrants coming from other states of the country. Take an official statement to justify your report. There is a cultural program in Central park Rajiv Chowk New Delhi. The home minister of India is supposed to attend the event apart from other delegates. Report the event within the 150-200 word limit. Write today's trend of Covid 19 cases in India. As per the official statement, include all the necessary details and factual information. Mention the state with a higher number of cases so far. In Jawaharlal Nehru Stadium New Delhi, a table tennis tournament was held between Delhi public school New Delhi and DPS Punjab. Report the event in 250-300 words. Also Read: Formal Letter Format, Types & Samples Credits: Slideshare Hopefully, this blog has helped you with a comprehensive understanding of report writing and its essential components. Aiming to pursue a degree in Writing? Sign up for an e-meeting with our experts at Leverage Edu and we will help you in selecting the best course and university as well as sorting the admission process to ensure that you get successfully shortlisted.

FORMAT OF A NEWSPAPER REPORT. **Headline-** A descriptive title which is expressive of the contents of the report. **By line-** Name of the person writing the report along with the designation. It is generally given in the question. ... 2021. 11. 19. · The Ultimate Report Writing Format. Now we're getting to the good part — the ultimate report writing format. While this may vary based on the data and information you pull, following along with this format is always going to be ... Looking for the proper report writing format? Start by using the standard report writing format and then adapt it to meet your specific needs. 2021. 11. 11. · Report Writing Format for College Students. **Heading** (This section contains a title that is representative of the content in the report. Do note that the title must be unambiguous) **By Line** (This section contains the name of the ... Best Custom Writing Services. Get 24/7 customer support help when you place a homework help service order with us. We will guide you on how to place your essay help, proofreading and editing your draft - fixing the grammar, spelling, or formatting of your paper easily and cheaply. **What is a technical report format?** The report must be written single-sided on white A4 paper. All four margins must be at least 2.54 cm. It can be issued in print, microform, digital. Don't forget about consecutively numbered pages starting at 1. As for types of style guides, you can use IEEE, TRB, ASCE or APA 6th edition styles. 2022. 7. 16. · Usage of Incident Report Writing Examples. An incident report may be a short report but it can actually provide a lot of benefits in particular circumstances where its usage is deemed to be necessary and beneficial. With this, it is recommended for you to use references when creating your own incident report to ensure the effectiveness of the document's content ... 2016. 6. 10. · Report Writing Format. Here are the main sections of the standard report writing format: **Title Section** - This includes the name of the author(s) and the date of report preparation.; **Summary** - There needs to be a summary of the major points, conclusions, and recommendations. It needs to be short as it is a general overview of the report. 2022. 7. 16. · One of the end goals in report writing is to make the right impression. But to do this, you must first follow a structured format to keep your thoughts on track. Not only will this help create a natural flow of ideas for readers to grasp, but this will also contribute to the credibility and reliability of the writer as well as the information contained in the report. 2022. 7. 20. · Types of Report Writing Format. The report writing format of Class 12 is essentially the same as for classes 8, 9, 10, and 11. Only the report Writing marking structure differs depending on the class. It is critical for students to understand how to write reports since it will not only contribute to their higher education but will also help in their careers in research, ...

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