



UNIVERSITY OF LAGOS APPROVED TEMPLATE FOR REPORT WRITING



STAFF TRAINING AND DEVELOPMENT CENTRE

OUTLINE

- ❖ Title Page
- ❖ The Heading
- ❖ Table of Contents
- ❖ Executive Summary
- ❖ Introduction
- ❖ Membership
- ❖ Terms of Reference
- ❖ Number of Meetings Held
- ❖ Modus Operandi/Method of work
- ❖ Actions Taken
- ❖ Observations
- ❖ Findings
- ❖ Conclusion
- ❖ Recommendations
- ❖ Appreciation
- ❖ Signature
- ❖ Appendices
- ❖ Other Notes

INTRODUCTION

❖ INTRODUCTION

The University operates a committee system which allows members of the community to participate in the management of the University by bringing their expertise and experience to the decision making process. Most of its practices/activities are handled by committees, panels of inquiry, and investigative panels. Seminars, conferences, training workshops and general administration are not excluded. These Committees are very important in the day-to-day management of the University. Reports from the various sub-groups guide the decisions and policies of the University Management which underscores the need to have reports written without errors and in good English, making them easy to read and comprehend. To write a good and acceptable report, the reporter must be conversant with writing minutes of meetings, which in most cases form the crux of the report and must be guided by a superb template for report writing.

INTRODUCTION CONTD.

A report is a written account or summary of an event or activity (incidence, assignment, investigation, training, seminars) etc. for the purpose of record keeping, retrieval for future reference and implementation.

Among others, types of Reports in the University include: activity report or report of events, operational report, progress report and panel / committee report.

TEMPLATE FOR REPORT WRITING

❖ TITLE PAGE

This is the cover page of the report. The title page is the first page of the report that clearly describes the report. This page should include all the information necessary for a reader to identify the contents of the report, its author(s), origin of the report and the date of submission.

❖ THE HEADING

This is very essential because it reflects the subject matter and date of the Report which must be stated very clearly.

❖ TABLE OF CONTENTS

This is the list of divisions or sections of the report under different headings with their corresponding page numbers. It is usually on a page at the beginning of a report which outlines sections' names and the subsection headings.

❖ EXECUTIVE SUMMARY

This is an abridged version of the report which provides an overview to the Executive. It synthesises key points for its readers, saving them time and preparing them to understand the overall content. This will apply when a report exceeds ten pages.

TEMPLATE FOR REPORT WRITING CONTD.

❖ INTRODUCTION

This is where the instrument which enabled the constitution of the panel or committee is stated. It may also include information that provides the context for the report.

❖ MEMBERSHIP

Names and positions of members of the panel or committee must be stated in the report.

❖ TERMS OF REFERENCE

Terms of reference as contained in the instrument that constituted the panel/committee should also be stated clearly in the report

❖ NUMBER OF MEETINGS HELD

Number of all the meetings held, starting from the inaugural, must be listed.

❖ MODUS OPERANDI/METHOD OF WORK

This is a record of the adopted ways of carrying out the assignment before the panel/committee. It comprises of information about what methods were used for information gathering e.g. review of written and other physical materials, interviews, visits to locations.

TEMPLATE FOR REPORT WRITING CONTD.

❖ ACTIONS TAKEN

The activities/actions taken in the course of the assignment will be stated here. This entails the implementations of the strategies adopted by the committee/panel under its methodology/method of work.

❖ OBSERVATIONS

This entails an accurate and factual account of things seen and read during the assignment.

❖ FINDINGS

Findings are facts that have been found in the course of the assignment/investigation in line with the terms of reference. Findings will only apply to Reports of fact finding and/or investigative committees /panels.

❖ CONCLUSION

Here, the panel/committee states its conviction or submission.

TEMPLATE FOR REPORT WRITING CONTD.

❖ RECOMMENDATIONS

The recommendations are usually generated from the observations, findings and conclusion. The recommendations must be clear and unambiguous.

❖ APPRECIATION:

The members express their gratitude to the Management for the opportunity given to serve.

❖ SIGNATURE:

All members append their signatures under this heading.

❖ APPENDICES

These come at the end of a report. It is an array of attachments that served as source documents during an assignment/investigation or evidence. They are numbered serially in the order of reference to them in the report.

OTHER NOTES ON REPORT WRITING

A report is only good and useful when it is well written, capturing the key elements of the work done or findings and recommendations.

The reporter must endeavour to use good grammar, follow the rules of punctuation and formatting.

Reports should be written in reported speech, all efforts should be made not to mix-up the tenses in writing a report.

THANK YOU