



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



INTRODUCTION

❖ INTRODUCTION

The University operates a committee system which allows members of its community to participate in its administration and management by bringing their expertise and experience to various decision-making processes and activities. These decision-making and implementation activities are handled by bodies such as the University Council, Senate, boards, committees, panels. General administration is also designed to engage cooperative decision-making. Meetings such as seminars, conferences, workshops are also commonplace activities. Reports from these bodies and convenings guide the decisions, policies of the University Management and other activities. This underscores the importance of ensuring that reports are 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 CONT'D.

A report is the written account or summary of an event or activity (incident, 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 are:

- ▶ activity report or report of events
- ▶ operational report
- ▶ progress report
- ▶ fact-finding/investigation 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 succinctly 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 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 presented on a separate page at the beginning of a report and outlines sections and subsections and their headings.



TEMPLATE FOR REPORT WRITING CONT'D.

❖ 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.

❖ 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.



TEMPLATE FOR REPORT WRITING CONT'D.

❖ 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 may include 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 CONT'D.

❖ ACTIONS TAKEN

The activities/actions taken in the course of the assignment will be stated here. This reports on the implementation of the strategies/method of work adopted by the Committee/Panel.

❖ EVIDENCE OBTAINED/OBSERVATIONS/DELIBERATIONS

This section presents the report of the evidence obtained from of oral testimonies, things observed and facts elicited from documents read (as may be applicable) during the assignment. It may also include the summation of deliberations of the members of the body around the evidence.

❖ FINDINGS

Findings are the facts that found in the course of the assignment/investigation in line with the terms of reference. Findings are not
Findings will only apply to Reports of fact finding and /or Investigative Committees /Panels.

❖ CONCLUSION

This states the conviction of the members.



TEMPLATE FOR REPORT WRITING CONT'D.

❖ RECOMMENDATIONS

Recommendations are 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 the compilation 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.

As in all writings, 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

