A guide to report writing part III
Structure of a formal report

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IN a way your ***internship report*** is different from other types of reports. Since you'll produce this report after having been involved with an organization, you are expected to introduce the organization where you've spent a substantial part of your academic life i.e. 12 long weeks. So, you can guess that your report will have a section called the ***organization part.***

Recommended structure for the organizational part:

(a) Background when it was established

(b) Type of business it is in Banking, pharmaceutical manufacturing, RMG export, etc.

(c) Products/services it deals in different banking products, FMCG, etc.

(d) Organizational structure (BOD and Management)

(e) Number of branches in the country

(f) Mission and vision (SWAT analysis if possible)

(g) Financial statements (Income Statement, Balance Sheet, etc.)

Recommended structure for a formal report:

1. Title page
2. Letter of transmittal
3. Executive summary
4. Abbreviations
5. Table of contents
6. Origin of the report
7. Introduction/background
8. Objectives
9. Literature review
10. Methodology
11. Findings
12. Conclusion/recommendations and Limitations
13. Bibliography
14. Appendix

Description of the components:

1. The ***Title page*** is just the *cover page* that provides four basic pieces of information (i) the *title* (or topic) of the report, (ii) *name* of the intern (along with batch and ID), (iii) *recipient* of the report, and (iii) *date* of submission.

2. The ***letter of transmittal*** is nothing but a forwarding letter addressed to the person to whom you are to submit your report. Some institutions like IBA have an ***internship and placement office*** headed by a chairman, in which case you'll address the Chairman, Internship and Placement Program. In some universities this role is done by the Dean, School of Business.

3. Abbreviations/keywords: Although not mandatory, you may provide a list of abbreviations or keywords along with their full form and meanings, especially when you're using a lot of technical jargon.

4. The ***executive summary*** or *abstract* (also called the *excerpt*) is a gist of your whole report squeezed within no more than 2 pages. This will contain all main parts of your report from the objectives to the methodologies and findings. I know you are wondering how you'll express everything in such a short space. So attempt to write this only after you've completed the whole report. (more will be provided later on)

5. A well organized ***Table of contents*** helps readers in finding out the required items in the shortest possible time. To facilitate easy searching use page numbering and divide the report into easily identifiable sections. Use proper indenting to organize the table of contents.

6. The ***origin of the report*** is expressed in a short paragraph where you mention how the study was initiated as partial requirement of your BBA/MBA degree. Although not mandatory, some prefer to dedicate a small part called '*acknowledgement*' where you'll acknowledge the contribution of the faculty advisor, supervisor, and others who had helped you during the study.

7. Introduction This will provide a brief introduction of the research topic.

8. Objectives: As mentioned in Part-I, identify the main objectives that will determine the course of the entire research study.

9. Literature review: Once you've set your objectives, it is imperative that you will go through the research works already done by your predecessors in this field. As an evidence of that, you'll write short review on some of those research works. Don't forget to include them in the bibliography. (more will be discussed later on)

10. Methodology: This part will be pretty big and descriptive. It will contain the design of your whole research study. The concepts that you've acquired from your *Research Methodology* course will be particularly useful at this stage. So, it's time you dust down your old notes and browse through the relevant chapters of the book. The type of your research will dictate the design of the research. For a *hypothesis-testing* research study, you'll begin with a hypothesis and will try to prove or disprove it (the hypothesis). For instance, you begin with a hypothesis '*there is a direct relationship between TV viewing and consumption of potato chips*". To prove/disprove this hypothesis you'll collect data on TV viewing and potato chip consumption from selected consumers. Some of the researches will be of *causal* type where you'll try to establish a *cause-effect relationship* between two variables, like the *relationship between lending rates and volume of credit of a bank.*