

Mohamed Boudiaf University of M'sila- Algeria
Faculty of Economics, Business, and Management
Department of management

Dr. Mohamed Diab – Lecturer Professor

mohamed.diab@univ-msila.dz

Communication and administrative writing
Courses for master's degree in management
The academic year 2023/2024

The Report

The report is an administrative document that addresses an important subject, typically written by an administrative head. Its purpose is to formally document detailed data and information, including both descriptive and explanatory elements.

While the account may be limited to narrating facts without providing explanations, the report not only states these facts but also aims to draw conclusions leading to suggestions. Examples of such reports include evaluations of employees' behavior and competence, with subsequent recommendations for promotions or disciplinary actions.

A report usually consists of three parts:

1. **Introduction:** This section outlines the reasons that led to the creation of the report. For example, "The goal of this report is to present measures that should be taken to complete Project XYZ..."
2. **Body:** This part encapsulates the meaning and summarizes the findings of the report. It should be clear and precise, serving the intended purpose for which the report was written.
3. **Conclusion:** The conclusion includes a request from the author to the recipient to express their opinion on the suggestions presented. The suggestions should logically relate to the content of the report. For instance, "If these suggestions meet with your approval, please send your agreement or comments on the report."

In terms of formatting, a report follows the same elements found in other administrative documents: headline, date, subject, reference, and signature. It resembles a memorandum and includes the word "report" followed by the sender's information.

Example of a Report:

People's Democratic Republic of Algeria

Ministry of Higher Education and Scientific Research

Mohamed Boudiaf University in M'sila

Faculty of Economic Sciences M'sila

Date: .../.../.....

Report To: The Deputy Director of the University in charge of Pedagogy

Reference: Your Memo No: dated

Subject: About the Pedagogical Activity for the First Semester at the Faculty

In compliance with your instructions outlined in the above-mentioned reference concerning the pedagogical activity at the faculty for the first semester of the academic year 2023/2024, I would like to inform you of the following:

The course delivery rate in all departments of the faculty has exceeded 80% until today's date, allowing for the normal conduct of semester exams on their scheduled dates.

Regarding student absences, we have observed an increase in the phenomenon of collective absenteeism this year compared to previous years, especially in lectures. In this regard, we request that you inform the ministry of this phenomenon for further study and reconsideration of regulations governing the pedagogical process.

Signature

Deputy Dean in charge of Pedagogy