

ASSIGNMENT – 2

1. What is a report?
2. How are reports classified?
3. What are the parts of a report?
4. What are the characteristics of a good technical report?
5. Write a feasibility report on starting a textile mill in Haldia.
6. Write a report on Employment Trends in Selected Industries.
7. Write a report on the existing communication system in your organization. Include any suggestions for improving it.