

FEDERAL UNIVERSITY OYE-EKITI
REGISTRY DEPARTMENT

TRAINING WORKSHOP

ON

**MINUTES AND REPORTS WRITING:
ACCEPTABLE FORMATS**

Date:

Wednesday 6th November, 2013

SPEAKER:

MR. O. O. TAIWO

*Senior Assistant Registrar
Head, Academic Affairs Unit*



MINUTES AND REPORTS WRITING : ACCEPTABLE FORMATS

GUIDES TO WRITING ACCEPTABLE MINUTES AND REPORTS WRITING - FORMATS





Objectives of this training are:

1. To learn how to write acceptable minutes and reports in a standardized format acceptable in a University administration.
2. To learn guides to writing minutes and reports.
3. To know the things to watch in minutes and reports writing.
4. To learn the techniques required in report and minutes writing.
5. To know different types of reports.
6. To know the principles of report writing.
7. To know the fast rules on written reports.
8. Participants of this training are expected to appreciate the essence of the training.





DEFINITION OF MINUTES OF MEETING

- *It indicates the list of stakeholders, participants and those present at a meeting venue*
- *It identifies the preferred ideas raised, decisions reached and actions to be taken*
- *It provides information to those who are not in attendance*
- *It reminds those who attended the meeting and the decisions reached.*
- *It keeps records on why decisions are reached or taken*
- *It constitute the terrain of the Organization's capacity in policy determination and decision making.*

EACH ORGANISATION HAS ITS OWN RULES AND TRADITIONS AS STANDARD FORMAT FOR WRITING MINUTES



Guides to Writing Minutes



1. In writing Minutes, the Secretary of a Meeting should be guided by the 'prepared' AGENDA.
MEANING OF AGENDA: *It is a brief chronology of the Order of Meeting/Event agreed upon and business to be transacted at Meetings in order to guide presiding chair and to enable members' to contribute to issues meaningfully.*

An agenda is prepared by the Secretary in consultation with the Chairman, and items of business dealt with at the previous meeting are taken into consideration.

An Agenda is expected to be circulated to all members before the commencement of a meeting. The Agenda must be adopted by members.

To be continued..





Guides to Writing Minutes

- 2. The Minutes should contain the name of the Organization and the nature of the meeting i.e. Regular, Special or Extra-Ordinary Meeting.**
- 3. The Minutes should record the day, date, time and place of meeting.**
- 4. The Attendance containing the list of persons attending or in attendance as well as absentees with indications if such absentee has sought permission to be away. Attendance register must be circulated to enable members present sign the attendance register for record purposes.**
- 5. State that Minutes of the last meeting was read and adopted subject to any amendment made.**
- 6. Purpose of the Meeting and highlight of crucial points discussed on itemised issues in the agenda to inform readers (if Papers were presented at a meeting, the final minutes may contain the paper summary or attachment to the minutes).**

To be continued..





Guides to Writing Minutes

- 7. Indicate all motions raised verbatim with the name(s) of the mover and seconder and the resolutions reached**

- 8. Edit and prepare the meeting in the final form. This may require vetting by presiding chair or Line Manager (superior) before production and circulation.**

- 9. The minutes should be signed by the Presiding Chair and the Secretary after its adoption at the next presentation to certify its accuracy for record keeping**

- 10. A copy of the minutes should be filed and kept in the minutes folder, notebook or file for future retrieval or reference.**



SAMPLE OF A MINUTES OF MEETING



FEDERAL UNIVERSITY OYE-EKITI (OFFICE OF THE REGISTRAR)

MINUTES OF THE 2ND STATUTORY MEETING OF SENATE HELD ON WEDNESDAY 29TH AUGUST, 2012 IN THE VICE-CHANCELLOR'S COMMITTEE ROOM, ADMINISTRATIVE BLOCK

FUOYE/SEN/2011-2012/02/009

-

MEMBERSHIP

a) Present

Professor Chinedu O. Nebo, OON

Mr. M. O. Afolabi (University Librarian)

Professor A. M. Omotayo (Ag. Dean, Faculty of Agriculture)

Professor Chris Bolu (Ag. Dean Engineering/Director, ICT)

“

“

Mr. D. A. Adeyemo

- Vice Chancellor/Chairman

- Member

- Member

- Member

- “

- “

- Ag. Registrar/Secretary

b) Absent (with apology)

Dr. A. L. Ojo (Ag. HOD, Biochemistry)

- Member

c) Absent

Professor E. A. Adanlomo (Dept. of Mathematics)

- Member

d) In Attendance

Mr. O. O. Taiwo (SAR, Academics)

Mrs L. M. Olayemi (AOI, Academic Affairs)





SAMPLE OF A MINUTES OF MEETING

FUOYE/SEN/2011-2012/02/010 - OPENING

The Chairman, Professor Chinedu O. Nebo declared the meeting open at 12.07pm. The opening was said.....

FUOYE/SEN/2011-2012/02/011 - CONSIDERATION AND ADOPTION OF THE AGENDA OF THE 2ND STATUTORY MEETING OF SENATE HELD ON

The agenda for the 2nd Statutory meeting of Senate was adopted as presented on a motion by Prof.and seconded by

FUOYE/SEN/2011-2012/02/012 - CONSIDERATION AND ADOPTION OF THE MINUTES OF THE INAGURAL MEETING OF SENATE HELD ON.....

The minutes of the 1st Statutory meeting of Senate held onwas adopted as the correct records of proceedings of the meeting on a motion moved byand seconded by subject to the following amendments:

- Folio 1, line 15 - rewrite 'Dr. O. O. Adeyeeye' as 'Dr. O. O. Adeyeye'
- Folio 1, line 18 – rewrite "Course ware" as 'Courseware'

FUOYE/SEN/2011-2012/02/013 - MATTERS ARISING FROM THE MINUTES OF THE INAGURAL MEETING OF SENATE HELD ON

Senate considered matters that arose from its 1st Statutory Meeting held on The proceedings are as follows:

S/NO	SUBJECT	STATUS	REMARKS





SAMPLE OF A MINUTES OF MEETING

FUOYE/SEN/2011-2012/02/014 - REPORT OF THE

Senate considered Paper No. FUOYE/SEN/2011-2012/004 containing the report of the

FUOYE/SEN/2011-2012/02/015 - REPORT OF THE

Senate considered Paper No. FUOYE/SEN/2011-2012/005 containing the report of the

OTHER PAPERS TO BE LISTED

FUOYE/SEN/2011-2012/02/020

ANY OTHER BUSINESS

- A)
- B)
- C)

**ISSUES THAT ARE NOT LISTED ON
THE AGENDA ARE DISCUSSED UNDER
ANY OTHER BUSINESS (AOB)**

FUOYE/SEN/2011-2012/02/021 - ADJOURNMENT AND CLOSING

The Chairman thanked members Thereafter, a motion for adjournment was moved by and seconded by The closing prayer was said by and the meeting ended at

Signature

Signature

**Name of the Chairman
Vice-Chancellor/Chairman**

**Name of the Secretary
Registrar/ Secretary**





WRITING TECHNIQUES FOR OFFICIAL COMMUNICATION

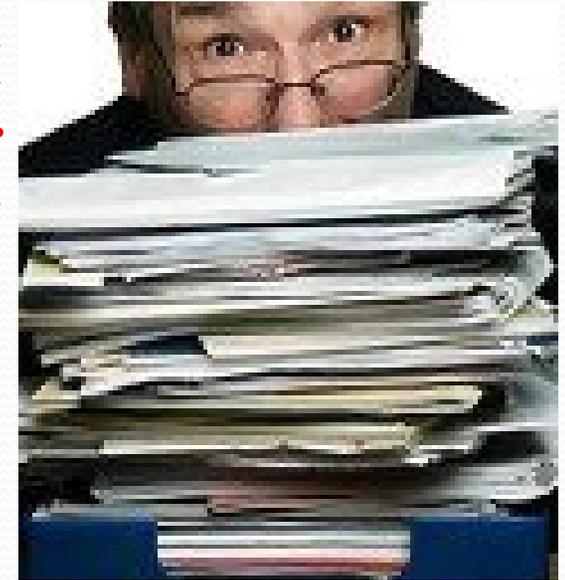
- 1. The writer must think clearly – You must think first before you write. It shows clarity of thoughts and expression in your write-up.**
- 2. Ensure you assemble your facts and figures. It is a *MUST* to be accurate in facts and figures to avoid passing of wrong information to your reader.**
- 3. You must arrange your points in *LOGICAL SEQUENCE*. Try to be polite in your expression.**
- 4. Write your *VIEWS AS DRAFT* in a paper**
- 5. Go through your views by reviewing your final draft before you conclude.**





DEFINITION OF REPORTS

A report is an account of what happened. Scholars agreed that any documented statement useful for record purposes or reference is a REPORT whether a minutes of meeting, inquiry, test, petition, memorandum, survey, thesis etc. A report is an organized Factual and objective presentation of information.



A report is a document that presents information in an organized format for a specific audience and purpose.

A journalist may define report as an “unsubstantiated item of information or news” WHILE an administrator may likely accept the report as a formal account of what has been said or done.

*A report is often written in a **FORMAL** style with a clear cut and business like heading and sub-heading.*

To be continued..





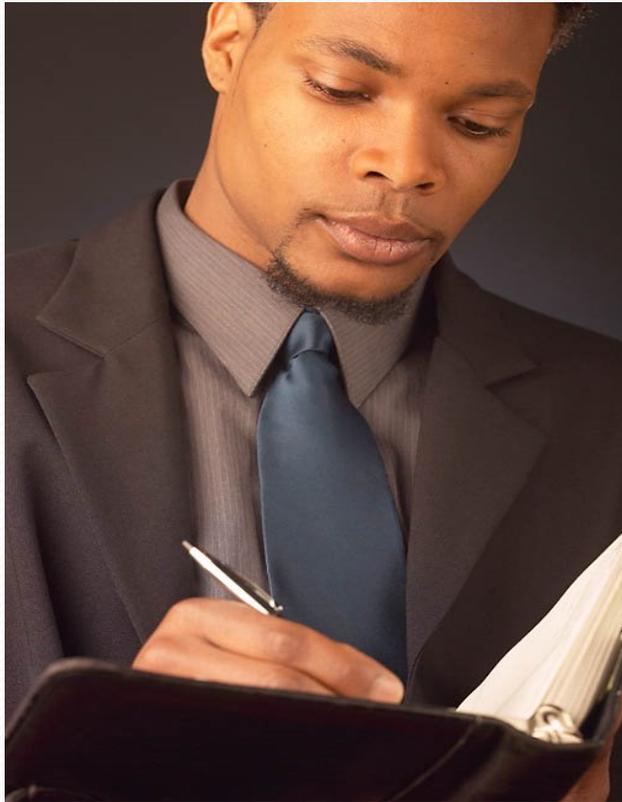
DEFINITION OF REPORTS

Advanced Learner's Dictionary defines **REPORT** as a media that give information to people about something that was heard, seen, done etc; a presentation written or spoken account of an event in the news; a statement forwarded to those in authorities; a register of data or feedback; an appearance before a superior; written account of an event published or broadcast; transcript of information required by someone; an official document or study; a piece of story or commentary etc





OBSERVATIONS



Reports can fulfill FOUR different, and sometimes related, functions.

- They can be used as control to ensure that all departments are functioning properly.**
- To give information.**
- To provide an analysis.**
- To persuade others to act.**

One basic function of every report is that the writer communicates and conclude information and may even recommend based on facts and circumstances on what have been inquired, witnessed or discussed.





Reports are classified as follows:

- Informative Reports.
- Analytical Reports.
- Progress Reports.
- Investigative Report

- Informative Reports.**

This class of report discusses facts and other information including operations and activities. Typical examples of informative reports are:

- 1. Joint Admissions and Matriculation Board (JAMB) Brochure for Universities.**
- 2. University Handbook.**
- 3. Faculty Handbook**

To be continued..





Reports are classified as follows:

Analytical Report

Analytical report is systematic study that proffers options. It consist of the scope of study or terms of references. **E.g. Report of an Investigative panel.**

An analytical report also examines:

1. Problems.
2. Make observations and present findings.
3. Draw conclusions, and
4. Make appropriate recommendations

Progress Report

A progress report gives account of current position of a project, new developments and future projections. ***E.g Progress report on the ICT building under construction at the University main campus***

To be continued..





Reports are classified as follows:

□ **Investigative Report**

An investigate report is regarded as reliable facts gathered, analysis of the facts and possible results or consequence of same.

The writer of an investigative report uses the facts to draw conclusions and make appropriate recommendations that could be applied upon in view of the observations, findings and conclusion. E.g. A report of an alleged rape of a female student by unknown male student(s) in the boys' hostel.





TYPES OF REPORTS

- Reports on Events**
- Reports on Meetings**
 - - **Minutes of Meeting**
 - - **Decision Extracts/Excerpts and**
 - - **Communiqué and Resolutions**
- Reports of Interviews, Tests and Experiments**
- Reports on Surveys and Inquiries**
- Reports on Material Evaluation and Patent of an Invention**
- A Crime Diary or Investigation of a crime scene.**
- A Petition.**
- Proposals and Feasibility Study**





PRINCIPLES OF REPORT WRITING

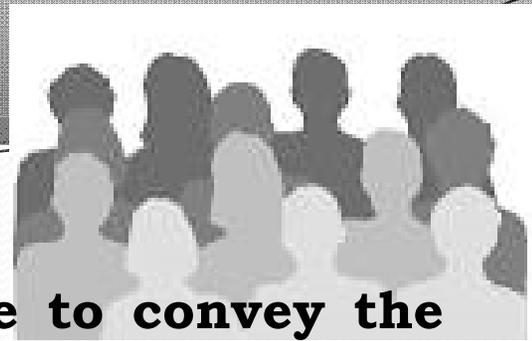
- 1. A report is an organized Factual and objective presentation of information**
 - **As an organized material, its constituent parts and contents should directly form a statement of submission that translates the whole content into a proper and acceptable material for discussion/adoption**
 - **Reports should be devoid of personal feelings and sentiments.**
 - **Reports should contain actual record of facts and proceedings.**
 - **In some situations, it may be the findings and observations arising from an inquiry, investigation or personal experience supported by factual evidence.**

To be continued..





PRINCIPLES OF REPORT WRITING



- 2. It should be addressed to a specific audience to convey the purpose and implication of the writing**
- 3. It should distinguish between direct and indirect speech form.**
- 3. It should have good grasp of the language or media of expression with proper use of tenses, impersonal presentations, observance of punctuation, appropriate grammar and proper spellings.**
- 4. Layout should be in double space, use of sensible fonts and font size, bold and italics where appropriate. Also, get a dictionary to often check your spellings : Language, Punctuation and Grammar**
 - Avoid being personal, avoid slang, mind your tenses, style of language or tone of delivery should be receptive - civil or cordial depending on the recipients**

To be continued..





PRINCIPLES OF REPORT WRITING

- **Observe the correct use and avoid misuse of apostrophes, commas, semi colons, colons, dashes, quotation and exclamation marks**
 - **In the use of Syntax let your emphasis dwell on proper use of the clauses, subordinate clauses, relative clauses, subject and verb agreement and collective noun**
- 5. A report should be prepared with good knowledge of the subject.**
 - 6. A report should not be dull and uninteresting. Make use of words that will get the attention of the reader.**
 - 7. A report should be able to convince the reader so as to show interest in the recommendations made for decision making.**





HEADING OF THE REPORT

The wording of the heading of the report must be done in such a way that it must reflect the summary of the terms of reference. Headings must be spelt-out in block letters like the following:

- ❑ **THE REPORT OF THE PANEL OF INQUIRY INTO THE ACT OF STEALING OF COMPUTERS IN THE FACULTY OF ENGINEERING**

- ❑ **THE REPORT OF THE PANEL OF INQUIRY INTO A CASE OF THEFT OF SOME APPRATUS IN THE BIOLOGY LABORATORY OF THE FACULTY OF SCIENCE**





CHARACTERISTICS OF A GOOD REPORT

- 1. A report must be unbiased: The administrator must not abuse his office as secretary to a committee to include opinions not expressed or discussed during the meeting in the report. A report must be unbiased and reflect only the deliberations or resolutions of the entire Committee or the activities that truly took place during the period under review.**

- 2. A report must be factual: Only facts, provable and investigated facts, should be included in a report.**

To be continued..





CHARACTERISTICS OF A GOOD REPORT

- 3. A report must give logical conclusion / recommendation: The conclusion or recommendation of a report must flow from the contents of the report. It must be connected to and reflect the gravity or otherwise of the case in question. It must also take into consideration the existing law, policies, rules or regulations in the University that informed the recommendation, especially if it is disciplinary committee report. Giving a recommendation or punishment that is disjoint with the findings and the existing law can be illogical, unethical, unprofessional or vindictive.**





CHARACTERISTICS OF A GOOD REPORT

- 4. An executive summary: an executive summary is a brief document that provides information about the contents of a longer report. For instance, a disciplinary committee report that runs into a hundred or more pages may require an executive summary, in addition to the full report. A person reading a professionally written executive summary should be able to quickly get the main ideas in the original report and take a decision even without reading the full report.**

- 5. Report should include precise details of the event vis a vis the date, time, place, list of witnesses/ attendance/ participants, source of information and any other details**

- 6. Identify or State the cause of Event (if known) in precise form and the details to support the knowledge of the event.**





DIFFERENTIATION OF REPORT WRITING

There are
FORMAL and **INFORMAL**
styles of report writing.

The approach or style of presentation and content of each report depicts its status and relevance





FORMAL REPORTS

According to Ogunsanwo et. al. (1999), described formal report as “any kind of account given of any event that has taken place (and)... Presented as a formal document...”

Formal reports are expert writings which require extensive research, documentation, investigation and analysis. It may include tables, charts and graphs (*if the narrative is reduced*).

Formal reports are divided into sub-heads such as:

- Introduction
- Body of the Report
- Summary, Conclusions and Recommendation
- Supplementary materials, exhibits or addendum to report.





WRITING A FORMAL REPORT

- ❑ **Introduction:** Purpose and Scope of the report. It is important to define the *reasons for writing*.
- ❑ **Organization of the report:** You are to *organize the sub-topics of the report materials. That is, you are to form the outline of the report to keep the report logical sequence of presentation – Ensure that a paragraph flows into another paragraph.*
- ❑ *Ensure that the main heading and sub-headings are clearly demarcated.*
- ❑ *Adopt and use 3rd Party presentation to ensure anonymity and avoid personal tones .*

To be continued..





WRITING A FORMAL REPORT

- Highlight the Title Page to show the ownership and author of the document and specific audience to be addressed or which the paper is to be submitted accordingly.***

- Table of Content**
Table of Content is often required in Formal Reports. This helps to guide readers to quickly run through the Table of Content.





WRITING A FORMAL REPORT

In an Academic paper or Study Report, the Table of Contents usually include the following:

- *Background*
- *Statement of Problem.*
- *Purpose of the Study*
- *Limitation*
- *Definition of Terms*
- *Body of Report*
- *Analysis of Data*
- *Result of Analysis*
- *Summary, Conclusion and recommendations*
(Overviews and Suggested ideas from formed Opinions)





THINGS TO NOTE IN REPORTS WRITING

- Report must be addressed to a Reader or audience*
- Report should be dated (and referenced)*
- Report should contain a short, unambiguous title and should be boldly marked.*
- The body of a Report should be planned and should be in logical sequence*
- Report should be concise without exaggeration.*
- A Report should be signed by the creator or members of the committee.*





SAMPLE OF A FORMAL REPORT

FEDERAL UNIVERSITY OYE-EKITI

OFFICE OF THE REGISTRAR

REPORT OF THE PANEL OF INQUIRY INTO A CASE OF THEFT OF SOME APPRATUS IN THE BIOLOGY LABORATORY OF THE FACULTY OF SCIENCE BY MR CLITON OLORUNLOYE

1.0 INTRODUCTION

Professor Adeyemi Ojo led Panel of Inquiry was constituted by the Registrar on the approval of the Vice-Chancellor to investigate the allegation against Mr Cliton Olorunloye of the Faculty of Science on

2.0 MEMBERSHIP

Prof. Adeyemi Ojo	-	Chairman
Dr. O. O. Aje	-	Member
Mr. L. M. Owa	-	Member
Mrs A. A. Ojo	-	Member
Mr. T. T. Olorunyomi	-	Member/Secretary

To be continued..





SAMPLE OF A FORMAL REPORT

3.0 TERMS OF REFERENCE

The Panel of Inquiry was given the following terms of reference:

4.0 MODUS OPERANDI

The methods adopted by the Panel to investigate the matter is as follows:

5.0 OBSERVATIONS OF THE PANEL

The Panel held five (5) sittings.....

5.1 REVIEW OF PRELIMINARY INVESTIGATION

5.2 INTERACTIVE SESSION

5.3 PRESENTATION AND REVIEW OF FRESH FACTS AND OMMITTED INFORMATION

6.0 FINDINGS OF THE PANEL

To be continued..





SAMPLE OF A FORMAL REPORT

7.0 CONCLUSIONS AND RECOMMENDATIONS

8.0 APPRECIATION

The Committee wishes to appreciate the

Membership

Signatories/Date:

Prof. Adeyemi Ojo

.....

Dr. O. O. Aje

.....

Mr. L. M. Owa

.....

Mrs A. A. Ojo

.....

Mr. T. T. Olorunyomi

.....





INFORMAL REPORTS

Informal reports are written but usually shorter without the use of rigorous statistics and research.

Example of an informal report is a memorandum report.



FEDERAL UNIVERSITY OYE-EKITI
OFFICE OF THE REGISTRAR
Internal Memorandum

To:	From:
Ref.:	Date:

SUBJECT HEADING *(a clear and precise statement on subject matter)*

.....

.....

.....

.....

.....

.....

.....

.....

THE REPORT

Thank you.

Signature of the writer
Name of the writer
Position/Rank of the sender.

Copy must be kept for future retrieval or reference, if required



SAMPLE OF INFORMAL REPORT



FEDERAL UNIVERSITY OYE-EKITI

Office of the Registrar
Internal Memorandum

To: Registrar

From: Senior Assistant Registrar

Ref.: FUYOYE/ACA/REP/99/VOL.1/020

Date: 25th June, 2013

FIRE INCIDENT AT THE ADMINISTRATIVE BLOCK

Above subject matter refers.

I humbly write to formally report the incident of fire outbreak at the Administrative Block on Saturday 24th June, 2013.

The fire incident started at about 12noon from the extension box in the office. Mr Adelusi Akin tried all he could to put off the fire when another socket caught fire.

The University Security Department brought in the Fire Service and the Police to put off the fire. The University Insurer has been invited to assess the burnt/damaged structure and equipment in view of notice of claim.

Sir, no life was lost in the incident but the cost of damage of material assets and buildings from books of record at the Bursary Department is over N12 Million.

A Preliminary Investigation Team has been set up in the Department to examine causes of the fire incident with a view to update the Vice-Chancellor within the next 72 hours.

Thank you.

Mr. O. O. Taiwo

Academic Affairs Officer





OVERVIEW OF ORGANISATIONS

- ❑ The targets, aims and interests of each Organization drives the purpose of its existence and activities. As such, its membership are to pursue those goals in meeting the Organization's need. As staff of this University, we must pursue the mission of the University – *Innovation and Character for National Transformation.*
- ❑ Formal Organizations like FUOYE operates in Office Environment (Secretariat) to make contacts, interact and hold meetings, keep records of activity and carry on its business interest. Our various offices are the **MEETING POINTS**. An office is **WORK PLACE** to coordinate policies and work process, enforce standards and procedures.





CONCLUSION

FUOYE staff must be ICT compliant to be able to meet the demand of the 21st century and the vision and mission of the

Federal University Oye-Ekiti-

“Innovation and Character for National Transformation”.

The success, development and progress of any University depends largely on the ability and competence of both academic and non-academic staff in the University.

During this training, we have been able to treat a crucial aspect of Office Communication which is writing of Minutes of meetings and Reports.

Conclusively, there is no doubt that training and re-training of both academic and non-academic staff in the University would increase our productivity on the job.





TOOL FOR SUCCESS

Determine

“NOT TO FAIL”

and be ready

“TO LEARN”





“SURELY, I WILL CONTRIBUTE TO

FUOYE;

I CANNOT AFFORD TO FAIL”



*THANK YOU
FOR LISTENING*

