

# **Report Writing**

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## **Report Writing Part - 1**

Report writing is a formal, scientific, and systematic process of documenting and communicating psychological information. It involves organizing data collected through interviews, observations, psychological tests, case histories, and research studies into a structured and meaningful format. Psychological reports are essential professional documents used in clinical, educational, research, forensic, and organizational settings.

A well-written psychological report reflects clarity, objectivity, accuracy, ethical responsibility, and professional competence. It not only presents findings but also interprets them logically and provides practical recommendations based on scientific evidence.

### **1. Meaning of Report Writing**

Psychological report writing refers to the preparation of a detailed written account of psychological assessment or research findings. It translates

technical data into understandable information for clients, parents, teachers, doctors, courts, or other professionals.

It is not merely a summary of test scores; rather, it is an integration of:

- Interview information
- Behavioral observations
- Psychological test results
- Case history
- Professional interpretation

The purpose is to answer the referral question and provide meaningful conclusions.

## 2. Characteristics of a Good Psychological Report

A good psychological report must be:

1. **Clear** – Written in simple and understandable language.
2. **Objective** – Free from personal bias or unsupported opinions.
3. **Accurate** – Based on correct scoring and interpretation.
4. **Confidential** – Protects client privacy.
5. **Organized** – Follows logical structure.
6. **Evidence-Based** – Supported by data and standardized tools.
7. **Relevant** – Directly addresses the referral question.

## 3. Objectives of Psychological Report Writing

The main objectives are:

- To communicate assessment findings clearly.
- To assist in diagnosis and treatment planning.
- To guide educational or vocational decisions.
- To provide documentation for legal or institutional purposes.

- To contribute to scientific research.
- To maintain professional accountability.

## **4. Types of Psychological Reports**

Psychological reports differ depending on context and purpose.

### **1. Clinical Psychological Report**

Prepared after assessment for diagnosis, therapy planning, and mental health evaluation.

### **2. Case Study Report**

Detailed description of an individual's psychological development, problems, and treatment process.

### **3. Research Report**

Prepared after conducting research. It follows structured scientific format and citation guidelines recommended by the American Psychological Association.

### **4. Psychoeducational Report**

Used in schools to assess intelligence, learning disabilities, academic achievement, and behavioral issues.

### **5. Forensic Psychological Report**

Prepared for legal matters such as child custody, criminal responsibility, or competency evaluation.

### **6. Industrial/Organizational Report**

Prepared for employee selection, performance appraisal, training evaluation, and workplace assessment.