

# **Report Writing**

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## **Report Writing Part - 2**

### **5. General Structure of a Psychological Report**

Although formats vary slightly, most psychological reports include the following components:

#### **A. Identifying Information**

Includes:

- Name
- Age
- Gender
- Education
- Occupation
- Date of assessment
- Referral source
- Examiner's name

This section gives basic demographic information.

## **B. Reason for Referral**

This section explains why the client was referred. It clearly states the purpose of evaluation, such as:

- Academic problems
- Behavioral difficulties
- Emotional disturbance
- Diagnostic clarification
- Legal evaluation

## **C. Background Information / Case History**

This provides context about the client's life and includes:

- Family background
- Developmental history
- Educational history
- Medical history
- Social relationships
- Occupational history
- Previous treatment

This section helps in understanding environmental and personal factors influencing behavior.

## **D. Methods of Assessment**

Lists tools and procedures used, such as:

- Clinical Interview
- Behavioral Observation
- Intelligence Tests
- Personality Tests
- Achievement Tests
- Rating Scales

Each test should be mentioned clearly with its purpose.

## **E. Behavioral Observations**

Describes the client's behavior during assessment, including:

- Appearance and grooming
- Eye contact

- Speech pattern
- Mood and affect
- Attention and concentration
- Cooperation level
- Motor activity

These observations help determine reliability of test results.

## **F. Test Results**

This section presents:

- Standard scores
- Percentiles
- Performance categories
- Interpretation

Results must be explained clearly rather than simply listing raw scores.

## **G. Interpretation**

This is the most important section. It integrates:

- Interview data
- Observations
- Test results

The psychologist explains what the findings mean and how they relate to the referral question.

## **H. Diagnosis (If Applicable)**

If a mental disorder is identified, diagnosis is made according to standardized systems such as:

- Diagnostic and Statistical Manual of Mental Disorders
- International Classification of Diseases

Diagnosis must be supported by evidence from assessment.

## **I. Recommendations**

Provides specific suggestions such as:

- Individual psychotherapy
- Family counseling

- Medication consultation
- Academic accommodations
- Behavioral interventions
- Career guidance
- Follow-up evaluation

Recommendations should be practical, realistic, and goal-oriented.

## **J. Summary and Conclusion**

This final section briefly summarizes:

- Main findings
- Diagnosis (if any)
- Key recommendations

It provides closure and clarity.

# **6. Structure of Research Report**

A research report follows a standard scientific format:

## **1. Title Page**

Includes title, author, institution, date.

## **2. Abstract**

A brief summary of the study (150–250 words).

## **3. Introduction**

- Background of the study
- Literature review
- Rationale
- Objectives
- Hypotheses

## **4. Method**

- Participants
- Tools and instruments
- Procedure

- Research design

## **5. Results**

- Statistical analysis
- Tables and figures

## **6. Discussion**

- Interpretation of findings
- Comparison with previous research
- Implications

## **7. Conclusion**

- Summary of findings

## **8. References**

Written in APA format.

# **7. Principles of Effective Report Writing**

### **1. Clarity and Simplicity**

Avoid unnecessary technical terms.

### **2. Objectivity**

Stick to evidence; avoid personal judgments.

### **3. Confidentiality**

Protect client's identity and information.

### **4. Accuracy**

Ensure correct scoring and interpretation.

### **5. Logical Flow**

Information should move smoothly from one section to another.

## **6. Cultural Sensitivity**

Respect cultural, social, and linguistic background.

## **8. Ethical Considerations in Report Writing**

Psychologists must:

- Obtain informed consent
- Maintain confidentiality
- Report findings truthfully
- Avoid discrimination
- Use culturally appropriate language
- Prevent harm

Ethical practice strengthens professional credibility.

## **9. Language Style in Psychological Reports**

- Use third person writing.
- Use past tense for assessment procedures.
- Avoid emotional language.
- Avoid labeling or stigmatizing terms.
- Use professional and neutral tone.

Example:

Instead of “The child is careless,” write “The child demonstrated difficulty sustaining attention during tasks.”

## **10. Common Mistakes in Report Writing**

- Writing vague conclusions
- Overuse of technical jargon
- Ignoring referral question
- Presenting raw data without interpretation
- Including personal opinions
- Poor organization
- Breach of confidentiality

## **11. Skills Required for Good Report Writing**

- Strong writing skills

- Analytical thinking
- Knowledge of psychological testing
- Clinical judgment
- Ethical awareness
- Attention to detail

## **12. Conclusion**

Report writing is a vital professional responsibility that ensures accurate communication of psychological findings. It involves systematic documentation, careful interpretation, and ethical presentation of data. A well-prepared psychological report integrates information from multiple sources, addresses the referral question, provides evidence-based conclusions, and offers practical recommendations.