

Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

1. TITLE PAGE — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

2. ABSTRACT — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

3. TABLE OF CONTENTS — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

4. INTRODUCTION — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

5. BODY — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

6. CONCLUSION — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.

Formal Business Report Writing Examples

Joacim Rocklöv



Formal Business Report Writing Examples:

The book delves into Formal Business Report Writing Examples. Formal Business Report Writing Examples is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Formal Business Report Writing Examples, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Formal Business Report Writing Examples
 - Chapter 2: Essential Elements of Formal Business Report Writing Examples
 - Chapter 3: Formal Business Report Writing Examples in Everyday Life
 - Chapter 4: Formal Business Report Writing Examples in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Formal Business Report Writing Examples. This chapter will explore what Formal Business Report Writing Examples is, why Formal Business Report Writing Examples is vital, and how to effectively learn about Formal Business Report Writing Examples.
 3. In chapter 2, this book will delve into the foundational concepts of Formal Business Report Writing Examples. The second chapter will elucidate the essential principles that need to be understood to grasp Formal Business Report Writing Examples in its entirety.
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- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Formal Business Report Writing Examples.

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