

REPORT WRITING

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request.

Characteristics of an effective report

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request. There are many varieties of reports, but generally their function is to give an account of something, to answer a question, or to offer a solution to a problem.

An effective report is:

- Appropriate to its purpose and audience
- Accurate
- Logical
- Clear and concise
- Well organised with clear section headings.

Report structure

One important advantage that a report has over other written communication is that it follows a standardised format. This enables readers to find and focus on specific parts of information. Most reports are modelled on the following structure (modified where necessary).

1. Transmittal document
2. Title page
3. Table of contents
4. Abstract/Executive Summary
5. Introduction
6. Discussion
7. Conclusions
8. Recommendations
9. Bibliography.

Report writing procedure stage 1: Planning

Define the purpose:

- Read the brief carefully
- Identify key words
- Make sure you know what's really being asked

How To Write A Report Of An

JS Bruner



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How To Write A Report Of An Introduction

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web this article is about the 1967 animated film for the 2016 live action film see the jungle book 2016 film the jungle book is a 1967 american animated film produced by walt disney productions and released to theaters on october 18 1967 the 19th animated feature in the disney animated canon

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web apr 15 2016 the jungle book directed by jon favreau with neel sethi bill murray ben kingsley idris elba after a threat from the tiger shere khan forces him to flee the jungle a man cub named mowgli embarks on a journey of self discovery with the help of panther bagheera and free spirited bear baloo

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