

# 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 Ro Write A Report

**Saint Louis (Mo.). Board of Education**

## How Ro Write A Report:

**Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports , Cambridge Academic Content Dictionary Reference Book with CD-ROM** Cambridge University Press,2009 The Cambridge Academic Content Dictionary defines the vocabulary students need to succeed in high school and beyond Entries cover more than 2 000 content area vocabulary items as well as general academic vocabulary and full coverage of everyday words and phrases The CD ROM lets students search for vocabulary by subject area includes audio of all entry words offers word family and frequency information and has a thesaurus and instant lookup feature The CD ROM is compatible with Windows XP Vista and with Mac OSX 10 4 32 bit only

**Writing a Report** Sally Speer Leber,1997 *Report* United States. Congress Senate, **Report** ,1889 Annual Report New York (State). Bureau of Labor Statistics,New York (State). Department of Labor. Bureau of Statistics,1885

**Report** United States. Congress. House, **Report ...** Great Britain Commissioners of Irish Education Inquiry,1825

Doing Sociology Lee Harvey,Morag MacDonald,1993-11-11 Doing Sociology is a student centred text that encourages learning by doing Combining sociological theory with research methods and social philosophy in an accessible way it provides an invaluable resource for A level access and first year degree students and teachers Report of and Testimony United States. Congress Joint Select Committee on the Condition of Affairs in the Late Insurrectionary States,1872

Psychological Report Writing Joseph William Hollis,Patsy A. Donn,1979 **Clay, Robinson & Company's Live Stock Report** ,1909 **Report...** Iowa state agricultural society,1877 Annual Report of the Board of Directors of the St. Louis Public Schools Saint Louis, Mo. Board of Saint Louis Public Schools,1871 **Annual Report of the Pennsylvania**

**Department of Agriculture** Pennsylvania. Dept. of Agriculture,1917 **Annual Report of the Pennsylvania Department of Agriculture** Pennsylvania. Department of Agriculture,1917 **Annual Report of the Board of Education of the City of St. Louis, Mo., for the Year Ending ...** Saint Louis (Mo.). Board of Education,1871 **Annual Report of the Board of Directors of the St. Louis Public Schools, for the Year Ending August 1 ...** St. Louis Public Schools (Saint Louis, Mo.). Board of Directors,1874 Report [from] the Joint Committee ... to Inquire Into the Condition of the Confederate States of America ... in the Senate of the United States, June 8, 1866 United States. Congress. Joint Committee to Inquire into the Condition of the States Which Formed the So-called Confederate States of America,1866

Report of the Joint Committee on Reconstruction, at the First Session, Thirty-ninth Congress United States. Congress. Joint Committee on Reconstruction,1969

## Unveiling the Magic of Words: A Report on "**How Ro Write A Report**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**How Ro Write A Report**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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