

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

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Business and Professional Writing: A Basic Guide - Second Edition Paul MacRae, 2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **Business and Professional Writing: A Basic Guide - Second Canadian Edition** Paul MacRae, 2019-05-13 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **Business and Professional Writing: A Basic Guide, Third Canadian Edition** Paul MacRae, Joel Hawkes, Laura Fanning, 2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout **Contemporary Business Reports** Varner, Pomeroy, 1998-08 Writing to Go Rob Colter, 2009-09-01 In today's fast paced world of e mail and instant messaging clear writing is more important than ever In Writing to Go bestselling author Rob Colter takes us through the writing process in ten easy steps This book is packed with precise and practical information delivered in a down to earth tone with often humorous examples Everywhere from the classroom to the office Colter's Top Ten Writing Tips will give you the confidence to write with greater speed and impact covering everything from knowing your purpose and audience to selecting your format organizing your points and writing clearly and effectively **Communication for Business and the Professions: Strategies and Skills** Judith Dwyer, 2012-10-15 The comprehensive how to guide to preparing students for the demands they'll face on the job Dwyer thoroughly addresses the

new media skills that employees are expected to have in today's business environment. Now titled *Communication for Business and the Professions: Strategies and Skills*, the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills. With new and updated content on social media and technology, Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples. Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it. This edition continues to provide a solid background in communication, stimulate critical thinking, and promote active learning through a variety of features and activities.

Business Report Guides Dorinda Clippinger, 2019-01-16 This book includes reports that managers originate, often reports they may create, occasionally organizational policies, procedures, and work instructions. Inside, the reader will discover guides for creating over 20 diverse reports, designing report forms, planning, writing, and formatting narrative reports, producing digital and print employee manuals, and locating the service providers and software that can improve your reports' cost effectiveness. A crisp writing style, bullet points, and many authentic examples and visuals convey essential information quickly. Each chapter summary includes checklists. *Business Report Guides* gives ample information to apply instantly. It also works as a handy reference for use throughout your career.

English for Business Communication Mable Chan, 2020-01-06 This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation, as well as goodwill messages such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres; and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

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persuasively Whether you re managing teams engaging clients or networking with industry leaders mastering business communication is the key to success This book is your essential guide to navigating the modern business landscape with clarity and confidence **Linguistic Studies in Academic and Professional English** Juan Carlos Palmer Silveira,2004 A collection of articles that tries to reflect the relevance of the research on specific English The book will be an interesting resource for students and teachers of English as well as for professionals who wish to learn more about specific English

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one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work Her role is to facilitate the management s ability to perform the truly critical tasks As a result a good secretary needs to be adaptable skilled precise efficient and always eager to learn new things

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IN SPECIAL EDUCATION Dr. Ravinder Kumar,Krishan Lal,2025-04-21 Education and special education research stand as foundational pillars in understanding and addressing the evolving needs of learners across diverse environments This book Special Education and Research is conceived as a resource to bridge the gap between theoretical foundations and practical applications in educational research Rooted in a commitment to inclusivity and evidence based practices it seeks to illuminate the intricate processes of inquiry that drive educational innovation and improvement Through a systematic exploration of the principles methodologies and applications of research this book aspires to equip educators researchers and policymakers with the tools to enrich inclusive and effective learning environments Special emphasis is placed on understanding the unique challenges and opportunities within the realm of special education recognizing that empowering every learner requires scientifically grounded accordance approaches The content of this book reflects a culmination of knowledge practice and collaboration It serves as a guide for those aspiring to enhance educational outcomes through informed research and underscores the vital role of research in enriching equity and excellence in education We hope this book inspires curiosity critical thinking and a deeper commitment to the transformative power of education and research

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