

# 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 T Write A Report

**John Bowden**



## **How T 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 , *Writing a Report* John Bowden, 2008 Now in its 8th edition this extensively revised and updated handbook explains how you can write reports that will be A Read without unnecessary delay A Understood without undue effort A Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing A Preparation and planning A Collecting and handling information A Writing and revising Secondly at the creative side of report writing A Achieving a good style and choosing the right words And thirdly at 23 common types of report including A Annual reports A Appraisal reports A Audit reports A Minutes A Progress reports A Student project reports A Technical reports There is also an extensive glossary and a selection of sample reports

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**A Step-By-Step Guide to Writing a School Report** Mary Oluonye, 2014-11-18 Reading Level Grades 3 5 This three in one guide contains three separate guides to writing commonly assigned school reports How To Write A Report About A Country How To Write A Report About A Person and How To Write A Report About An Animal In lively conversational tone students are guided through the eight basic steps to writing a report choosing a topic the research process writing an outline and creating a bibliography Numerous examples are included to demonstrate each step Ideal for students in grades 3 5 and for parents who need a mini refresher in order to help their child write a successful school report

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text is that it is more than just how to write reports it gives that extra really powerful information that can and often does make a difference This book is comprehensive in its detail and contents covering type style fonts writing style and even advice on binding and illustrations **The NAEP 1994 Technical Report** Nancy L. Allen,1997 *Business*

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Gibson,William T. Scherer,William F. Gibson,2007-05-18 This book focuses on systems analysis broadly defined to also include problem formulation and interpretation of proposed alternatives in terms of the value systems of stakeholders

Therefore the book is a complement not a substitute to other books when teaching systems engineering and systems analysis. The nature of problem solving discussed in this book is appropriate to a wide range of systems analyses. Thus the book can be used as a stand alone book for teaching the analysis of systems. Also unique is the inclusion of broad case studies to stress problem solving issues making *How to Do Systems Analysis* a complement to the many fine works in systems engineering available today. The NAEP ... Technical Report ,1992      **Report of the Superintendent of Public Instruction** New Hampshire. Office of Superintendent of Public Instruction,1904      Annual Report ... ,1904

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