

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 From

L Cohen



How To Write A Report From:

Unveiling the Energy of Verbal Beauty: An Emotional Sojourn through **How To Write A Report From**

In some sort of inundated with screens and the cacophony of immediate communication, the profound energy and emotional resonance of verbal beauty often disappear into obscurity, eclipsed by the constant barrage of sound and distractions. Yet, situated within the lyrical pages of **How To Write A Report From**, a charming perform of literary brilliance that pulses with fresh thoughts, lies an unforgettable trip waiting to be embarked upon. Written by a virtuoso wordsmith, this interesting opus guides visitors on a psychological odyssey, delicately revealing the latent possible and profound affect stuck within the complex internet of language. Within the heart-wrenching expanse with this evocative analysis, we will embark upon an introspective exploration of the book is key subjects, dissect their fascinating publishing style, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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How To Write A Report From Introduction

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