

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

ML Yell



How To Write A Report Of An:

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

In a global inundated with monitors and the cacophony of quick interaction, the profound energy and psychological resonance of verbal beauty usually diminish in to obscurity, eclipsed by the constant assault of sound and distractions. Yet, located within the lyrical pages of **How To Write A Report Of An**, a captivating function of literary beauty that impulses with raw emotions, lies an remarkable journey waiting to be embarked upon. Written by a virtuoso wordsmith, this magical opus courses readers on an emotional odyssey, lightly exposing the latent possible and profound influence embedded within the intricate internet of language. Within the heart-wrenching expanse with this evocative evaluation, we shall embark upon an introspective exploration of the book is central subjects, dissect their fascinating publishing fashion, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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