# 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
- Discussion
- Conclusions
- 8. Recommendations
- 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**

**Sabine Zange** 

**How To Write A Report Of:** 

#### **How To Write A Report Of** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **How To Write A Report Of**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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#### **How To Write A Report Of Introduction**

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