

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 Report Example

Ensheng Dong



How To Write Report Example:

Whispering the Secrets of Language: An Psychological Quest through **How To Write Report Example**

In a digitally-driven earth wherever screens reign supreme and instant conversation drowns out the subtleties of language, the profound strategies and psychological nuances concealed within phrases usually move unheard. Yet, situated within the pages of **How To Write Report Example** a captivating fictional treasure sporting with natural feelings, lies an extraordinary journey waiting to be undertaken. Written by a skilled wordsmith, that wonderful opus encourages readers on an introspective journey, gently unraveling the veiled truths and profound affect resonating within ab muscles material of each and every word. Within the emotional depths of this emotional evaluation, we will embark upon a heartfelt exploration of the book is key themes, dissect its charming publishing type, and fail to the effective resonance it evokes deep within the recesses of readers hearts.

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