

Model Document: Formal Report

Transmittal memo identifies topic of attached formal report.

Memo author initials document before distributing.

Content of report is briefly summarized.

Closing expresses hope that report fills its purpose.

CGF AIRCRAFT CORPORATION MEMO

To: Members of the Ethics and Business Conduct Committee
From: Susan Lindinger, Director of Ethics and Business Conduct
Date: March 1, 20--
Subject: Reported Ethics Cases 20-- *SL*

Enclosed is the annual Ethics and Business Conduct Report, as required by CGF Policy CGF-EP-01, for your evaluation, covering the first year of our Ethics Program. This report contains a review of the ethics cases handled by CGF Ethics officers and managers during 20--.

The ethics cases reported are analyzed according to two categories: (1) major ethics cases, or those potentially involving serious violations of company policy or illegal conduct, and (2) minor ethics cases, or those that do not involve serious policy violations or illegal conduct. The report also examines the mode of contact in all of the reported cases and the disposition of the substantiated major ethics cases.

It is my hope that this report will provide the Committee with the information needed to assess the effectiveness of the first year of CGF's Ethics Program and to plan for the coming year. Please let me know if you have any questions about this report or if you need any further information. I may be reached at (555) 211-2121 and by email at <sl@cgf.com>.

How To Write Official Report

M Woodhall



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Official Report American Association of School Administrators, 1923 How to Write it Sandra E. Lamb, 2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail **Official report of debates** Council of Europe: Parliamentary Assembly, 2005-06-10 Vermont Legislative Documents and Official Reports Vermont, 1872 **How to Write Technical Reports** Heike Hering, 2018-12-29 The 2nd edition was fundamentally changed and adopted to be displayed not only in book form but also on all kinds of electronic devices The following sections have been reduced or skipped Tables Scheme and diagram Perspective drawing Technical drawing and bill of materials Pictorial re arrangement of text Copyright and copyright laws Details about text accentuation Automatic creation of indexes tables lists labels and cross references Creating slides with presentation graphics programs How to Write It, Third Edition Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference How to Write Technical Reports Lutz Hering, Heike Hering, 2010-10-14 Technical Reports are usually written according to general standards corporate sign standards of the current university or company logical rules and practical periences These rules are not known well enough among engineers There are many books that give general advice in writing This book is specialised in how to write Technical Reports and addresses not only engineers but also natural sci th tists computer scientists etc It is based on the 6 edition published in 2008 by st Vieweg in German and is now published as 1 edition by Springer in English Both authors of the German edition have long experience in educating en neers at the University of Applied Sciences Hannover They have held many l tures where students had to write reports and took notes about all positive and negative examples that occurred in design reports lab work reports and in theses Prof Dr Lutz Hering has worked for VOLKSWAGEN and DAIMLER and then changed to the University of Applied Sciences Hannover where he worked from 1974 until 2000 He held lectures on Technical Drawing Construction and Design CAD and Materials Science Dr Heike Hering worked nine years as a Technical Writer and was responsible for many CAD manuals in German and English She is now employed at T V NORD Akademie where she is responsible for E Learning projects technical documentation and software training and supervises students who are writing their theses Prof Dr Ing **The Parliamentary Debates (official Report).** Great Britain. Parliament. House of

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