

Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

1. TITLE PAGE — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

2. ABSTRACT — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading ABSTRACT in capitals. It is usually written in a single paragraph with no indentation.

3. TABLE OF CONTENTS — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

4. INTRODUCTION — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

5. BODY — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

6. CONCLUSION — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.

Formal Business Report Writing Examples

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Formal Business Report Writing Examples:

Adopting the Beat of Phrase: An Psychological Symphony within **Formal Business Report Writing Examples**

In a world taken by screens and the ceaseless chatter of instantaneous connection, the melodic splendor and mental symphony developed by the prepared word frequently disappear in to the backdrop, eclipsed by the relentless noise and disturbances that permeate our lives. However, situated within the pages of **Formal Business Report Writing Examples** a charming literary treasure brimming with natural emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, that fascinating masterpiece conducts readers on a psychological trip, well unraveling the concealed tunes and profound influence resonating within each carefully constructed phrase. Within the depths of this moving evaluation, we shall discover the book is central harmonies, analyze their enthralling publishing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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