

## Writing Effective Reports

### A. What are Reports?

Reports are documents which both **give** a reader **information** and ask the reader to **do something** with that information. Reports can be used:

- to suggest new ideas and options;
- to ask people to accept a point of view;
- to influence decisions;
- to ask people to make choices between alternative recommendations

Therefore a well structured and well written report can be a very influential document.

A report will usually follow a simple format which can be identified over and over again as you look through the reports written by academics, agencies or individuals. One of the key issues is to carefully provide signposts' for the reader throughout the report. Use headings, sub headings, bullet points (but remember to use full sentences rather than notes here) and new paragraphs for new topics.

The format may be influenced by the purpose and length of the report. There are nine identifiable sections in most reports, although a contents list and abstract are usually only used with a long report.

- 1 Title or title page
- 2 Contents list
- 3 Abstract
- 4 Introduction
- 5 Discussion
- 6 Conclusions
- 7 Summary
- 8 Recommendations
- 9 Appendices (and don't forget the reference list when writing an academic report)

### B. The Format of a Report

#### 1. Title or title page

It helps the reader to know what the report is about to have a title and sometimes a brief explanation of the purpose of the report. In a longer report you can have a short title and a long, more descriptive title. You should also identify the audience for the report, who has written it (the authors) and when it was written (the date).

# Good Report Examples

**Michael Brown**



## **Good Report Examples:**

**How to Write Psychology Research Reports & Essays** Bruce Findlay, 2014-09-01 How to Write Psychology Research Reports and Essays 7e is endorsed by the Australian Psychological Society and is a useful reference to the strict guidelines required by the APS and the APA American Psychological Association styles A student who grasps these concepts and learns the conventions will have a sound basis for presenting research in a professional manner and writing well argued essays so that the later step of writing for publication should be an easier one to take **Helping Students Write the Best**

**Research Reports Ever** Lois Laase, Joan Clemmons, 1998 Easy mini lessons strategies and creative formats to make research manageable and fun **How to Write Reports and Proposals** Patrick Forsyth, 2006 Forsyth provides practical pointers on presenting a proposal clearly and persuasively Using checklists exercises and examples he explains how to make a plan transfer ideas into writing and edit them to achieve best results **Study Skills for Psychology** Richard

Freeman, Antony Stone, 2006-05-18 For anyone starting a degree this is a useful concise guide to what is in store throughout the first year and beyond The Psychologist Study Skills for Psychology has been shaped around a typical Psychology student's journey Beginning with an overview of the nature of the degree and advice about what needs to be sorted out in the first few weeks of the course this book tackles how to get the most from your lectures exam preparation and project development right through to contemplating and investigating future career options This highly accessible guide is designed to help you meet the challenges and reap the rewards of your degree by introducing a range of study skills and providing you with ways to practice those skills This book should accompany you throughout your degree course as a resource that you can use whenever you need help Key features of Study Skills for Psychology include Learning outcomes at the beginning of each chapter to highlight key areas Text boxes throughout to reaffirm understanding Numerous examples and illustrations Exercises and learning aids to enable practice of important skills A structure based around the PDP Personal Development Planning model providing a framework through which you can understand what and how you learn enabling you to plan review and take responsibility for your own learning performance and achievements An essential companion for any student Study Skills for Psychology will give you the skills to enjoy your time studying for and succeeding in your Psychology degree SAGE Study Skills are essential study guides for students of all levels From how to write great essays and succeeding at university to writing your undergraduate dissertation and doing postgraduate research SAGE Study Skills help you get the best from your time at university Visit the SAGE Study Skills hub for tips resources and videos on study success

**Personality Assessment** Robert P. Archer, Steven R. Smith, 2011-05-20 Personality Assessment provides an overview of the most popular self report and performance based personality assessment instruments Designed with graduate level clinical and counseling psychology programs in mind the book serves as an instructional text for courses in objective or projective personality assessment It provides coverage of eight of the most popular assessment instruments used in the

United States from authors key in creating or developing the research base for these test instruments The uniquely informed perspective of these leading researchers as well as chapters on clinical interviewing test feedback and integrating test results into a comprehensive report will offer students and clinicians a level of depth and complexity not available in other texts

*Strategic Writing for UX* Torrey Podmajersky, 2025-07-29 When you depend on users to perform specific actions like buying tickets playing a game or riding public transit well placed words are most effective But how do you choose the right words And how do you know if they work With this practical book you ll learn how to write strategically for UX using tools to build foundational pieces for UI text and UX voice strategy This second edition by Torrey Podmajersky is an essential resource thoroughly updated to incorporate the latest in collaborative tools and considerations for AI generated UX content It reflects significant advancements in the field of content design updating every chapter with the latest UX methods and styles Understand the integration of UX content with the software development lifecycle Learn content first design to anchor UX text in meaningful dialogue Apply UX text patterns effectively across varied brand voices Enhance product usability and conversion with strategic UI text applications Clearly articulate the business value of dedicated UX content efforts

**The Teaching of Science in Primary Schools** Wynne Harlen OBE, Anne Qualter, 2013-01-11 The fifth edition of this bestselling textbook provides an up to date discussion of the many aspects of teaching primary science maintaining its strong focus on constructivist learning and the role of social interaction in learning With emphasis on the child centred approach the book also promotes the importance of fostering motivation for learning through enjoyment and giving children some control of their activities The fifth edition has been updated to reflect the move towards a cross curricular approach in primary schools recent developments in the use of ICT by teachers and pupils how assessment and records can be used to help learning what recent studies of the brain can tell us about learning the widespread emphasis on teaching and learning through inquiry the recognition of the importance of discussion dialogue and argumentation changes in curriculum management and planning The book opens with multiple case studies four of which are new to this edition offering cross curricular examples of primary science in action Each chapter is framed by an introduction and summary points Suggestions for further reading are provided and there are numerous references to useful websites Combining theory and practice *The Teaching of Science in Primary Schools* helps the reader to understand the rationale behind the practice It continues to be essential reading for all trainee and practising primary school teachers including students on PGCE Primary BEd BA Primary Education Studies courses and those studying for further qualifications in education

*How to Give Effective Feedback to Your Students* Susan M. Brookhart, 2008 A teacher s feedback on student schoolwork can be a powerful force for learning if it contains a helpful message and is delivered with certain considerations in mind But what kind of content makes a feedback message helpful to a student And what kinds of strategies work best for delivering feedback In *How to Give Effective Feedback to Your Students* Susan M Brookhart answers these questions by describing important elements of feedback content focus

comparison function valence clarity specificity and tone and strategy timing amount mode and audience Grounded in what researchers have learned about effective feedback the book provides practical suggestions and classroom examples that demonstrate what to do and not do to have a positive impact on students In addition to general guidelines for good feedback readers will learn what kinds of feedback work best in the various content areas and how to adjust feedback for different kinds of learners including successful students struggling students and English language learners Done well feedback has a two pronged effect it influences cognitive factors by helping students understand where they are in their learning and where they need to go next and it influences motivational factors by helping students develop a feeling of control over their own learning Taken together these factors explain why learning how to give good feedback should be at the top of every teacher s to do list

ISC Business Studies for Class XII (A.Y. 2023-24) Onward Dr. C.B. Gupta, 2023-05-20 The council for the Indian School Certificate Examination New Delhi has thoroughly revised the syllabus of Business Studies for ISC Class XII The new syllabus is in line with the changing business environment in India characterised by start up entrepreneurship digitalisation cashless payment mechanism online business etc Both the students and the teachers feel an acute need for a high quality textbook as per the new syllabus This book is designed and written to meet this need According to the council for the Indian School Certificate Examinations the aims of teaching Business Studies at the XII standard are as follows

- 1 To enable candidates to understand the modern business environment and to create awareness about various entrepreneurial opportunities
- 2 To awaken a spirit of enterprise amongst candidates
- 3 To provide an insight into the recent trends in business
- 4 To acquaint candidates with the various aspects of Human Resource Management
- 5 To provide knowledge and understanding of communication in modern business
- 6 To identify the various sources of business finance and the role of regulators and intermediaries

I am sure the book would fulfill all these aims The book fully meets the requirements of the new syllabus Some of the unique features of the book are given below

- Simple and easy to understand language
- Chapter outline to give a bird s eye view of the topics described in every chapter
- Liberal use of diagrams and tables to illustrate the text
- Examples from Indian Companies
- Summary at the end of each chapter for quick revision before the date of examination
- Short Answer Type and Long Answer Type Questions
- Question Bank at the end of each chapter
- Sample Papers for self test

**The Neuropsychology Toolkit** Richard L. Wanlass, 2012-02-07 This book provides information guidelines and materials to help future neuropsychology supervisees identify understand and avoid some of these problems and pitfalls Also included are a neuropsychological questionnaire short and long report formats and sample statements that can be used to help with wording sections of the report that are particularly challenging to write

Professional Investigative Report Writing. Contracts and Forms Douglas Crewse, 2002

A Discourse Concerning the Happiness of Good Men, William Sherlock, 1776

*Building a Workplace Writing Center* Jessica Weber Metzenroth, 2022-03-17 This practical resource provides guidance for writing professionals to sustainably tackle the organizational writing challenges of any professional environment Rooted in

applied experience Building a Workplace Writing Center guides readers through the process of developing a writing center from assessing the needs of an organization and pitching the idea of a writing center to developing a service model and measuring progress Chapters explore what a writing center can offer such as one on one writing consultations tailored group workshops and standardized writing guidance and resources Although establishing a writing center requires time and a shift in culture up front it is a rewarding process that produces measurably improved writing less frustration with the writing and revision processes and more confident independent writers This guide is an invaluable resource for professionals across industries and academia considering how to establish an embedded sustainable and cost effective workplace writing center It will be of particular interest to business and human resource managers considering how best to improve writing skills within their organizations

**Intelligent Testing with the WISC-V** Alan S. Kaufman, Susan Engi Raiford, Diane L.

Coalson, 2015-12-29 Interpret the WISC V to help diagnose learning disabilities and to translate profiles of test scores to educational action The Wechsler Intelligence Scale for Children Fifth Edition WISC V is a valuable tool for assessing children and adolescents with learning disorders and Intelligent Testing with the WISC V offers the comprehensive guidance you need to administer score and interpret WISC V profiles for informing diagnoses and making meaningful educational recommendations This essential resource provides you with cutting edge expertise on how to interpret the WISC V which has an expanded test structure additional subtests and an array of new composites Intelligent Testing offers valuable advice from experienced professionals with regard to clinically applying the WISC V in an effort to understand a child's strengths and weaknesses and to create a targeted appropriate intervention plan Ultimately this book equips you with the information you need to identify the best theory based methods for interpreting each child's profile of test scores within the context of his or her background and behaviors Intelligent Testing provides a strong theoretical basis for interpreting the WISC V from several vantage points such as neuropsychological processing theory and the Cattell Horn Carroll CHC model yet it permits you to interpret children's profiles using simple straightforward steps The most frequently used IQ test in the world the WISC V like previous versions of the WISC plays an integral role in evaluating children for learning and intellectual disabilities developmental and language delays and gifted and talented classifications As such understanding how to use the latest version of WISC is extremely important when assessing children and adolescents ages 6 to 16 years Explore all aspects of both the conventional WISC V and WISC V Digital Read objective independent test reviews of the WISC V from independent highly respected expert sources Review 17 clinical case reports that spotlight experiences of children and adolescents referred to psychologists for diverse reasons such as reading problems specific learning disabilities ADHD intellectual giftedness and autistic spectrum disorders Learn how a broad based multi faceted approach to interpretation that calls upon several scientific concepts from the fields of cognitive neuroscience clinical and school neuropsychology neuropsychological processing and the CHC model can benefit children by providing meaningful recommendations to parents

teachers and often to the children and adolescents themselves Use the results of WISC V as a helping agent to assist in creating the best intervention plan rather than allowing test results to dictate placement or labeling Intelligent Testing with the WISC V is an indispensable resource for professionals who work with the WISC V including school psychologists clinical psychologists educational diagnosticians and more

**A discourse concerning the happiness of good men, and the punishment of the wicked, in the next world ... The fifth edition** William Sherlock,1776

Basic Bioscience Laboratory Techniques Philip L.R. Bonner,Alan J. Hargreaves,2022-09-13 A portable and pocket sized guide to foundational bioscience and biomedical science laboratory skills The newly revised Second Edition of Basic Bioscience Laboratory Techniques A Pocket Guide delivers a foundational and intuitive pocket reference text that contains essential information necessary to prepare reagents perform fundamental laboratory techniques and analyze and interpret data This latest edition brings new updates to health and safety considerations points of good practice and explains the basics of molecular work in the lab Perfect for first year undergraduate students expected to possess or develop practical laboratory skills this reference is intended to be accessed quickly and regularly and inform the reader s lab techniques and methods It assumes no prior practical knowledge and offers additional material that can be found online The book also includes A thorough introduction to the preparation of solutions in bioscience research Comprehensive explorations of microscopy and spectrophotometry and data presentation Practical discussions of the extraction and clarification of biological material as well as electrophoresis of proteins and nucleic acids In depth examinations of chromatography immunoassays and cell culture techniques Basic Bioscience Laboratory Techniques A Pocket Guide is an indispensable reference for first year students at the BSc level as well as year one HND Foundation degree students It s also a must read resource for international masters students with limited laboratory experience In addition it is a valuable aide memoire to UG and PG students during their laboratory project module

**Essentials of Psychological Assessment Supervision** A. Jordan Wright,2019-09-23 The only pocket size reference on supervising psychological testing and assessment In 2014 the American Psychological Association APA adopted a set of guidelines for clinical supervision for health service psychology While technically covered by these guidelines supervising clinical psychological assessment includes additional tasks such as ensuring accurate administration scoring and interpretation of tests and tensions Supervisors must often instruct supervisees on the data integration process which can involve more direct teaching than standard clinical supervision while encompassing the same interpersonal therapeutic and less structured guiding aspects as psychotherapy supervision It is increasingly common to view clinical supervision in the assessment process and supervision of psychotherapy as two significantly different tasks Surprisingly there is very little training and guidance available on appropriate effective and beneficial methods of psychological assessment supervision Essentials of Psychological Assessment Supervision seeks to remedy the lack of literature in this area offering guidance on supervising psychological testing and assessment This much needed guide provides supervisors with authoritative up to date

information on guidelines relevant to assessment supervision Additionally detailed coverage of supervision of cognitive personality emotional psychoeducational neuropsychological forensic and therapeutic assessments among others provide supervisors with guidance and structure in the supervision process Focusing on practical application this book offers guidance on topics such as assessment models appropriate in different areas of assessment diversity issues evaluation and feedback of supervisee performance and ethical legal and regulatory considerations relevant in each assessment context An invaluable resource for practitioners this book Offers practical advice on supervising a wide range of clinical psychological assessments Includes contributions from experts in their respective subfields Provides guidance on incorporating new American Psychological Association APA and Society for Personality Assessment SPA guidelines into the supervision process Fills an urgent need for an up to date reference on assessment supervision Essentials of Psychological Assessment Supervision is a must have reference for both psychology practitioners who supervise the assessment process and instructors of psychological testing and assessment

[Ewles and Simnett's Promoting Health: A Practical Guide - E-Book](#) Angela Scriven,Gareth Morgan,James Woodall,2023-08-09 The eighth edition of this seminal guide is designed to support public health practitioners in keeping up to date amid the rapidly changing complex challenges and contexts facing population health in the twenty first century Suitable for both undergraduates and postgraduates across a range of professions the Practical Guide provides theories principles and competencies for effective health promotion in multiple settings The book is organised into three parts covering an overview of the public health landscape the essentials of planning and management and how to develop capabilities across a range of activities The text has been fully updated to examine new issues facing public health including restructuring of the UK sector post European Union COVID 19 and its public health impact and legacy economic and cost of living influences on population health and the role of the internet and social media misinformation Includes promotion of healthier living working with communities and effective communication Outlines new research on the comparative effectiveness of different approaches to health promotion and public health practice Explores the increasing influence of the internet both in terms of its use for health promotion and its negative influence on wellbeing and health Describes changes to the structure and organisation of public health in the UK including the latest policies and national strategies Accessible writing style makes it easy to learn and remember Case studies bring theory to life Practice points help readers structure study Latest evidence on the response to the COVID 19 pandemic a permeating theme throughout the book All policy sections updated to reflect current policy frameworks and agendas New health data plus recent research on the comparative effectiveness of different approaches to health promotion and public health practice All case studies replaced with current scenarios more global examples of public health and health promotion action Fully updated references and practice examples

**Department of Transportation and Related Agencies Appropriations for 1975** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Transportation and



Related Agencies Appropriations, 1974      *Introduction to Criminal Investigation* Michael Birzer, 2018-07-31 The manner in which criminal investigators are trained is neither uniform nor consistent ranging from sophisticated training protocols in some departments to on the job experience alongside senior investigators in others Ideal for students taking a first course in the subject as well as professionals in need of a refresher *Introduction to Criminal Investigation* uses an accessible format to convey concepts in practical concrete terms Topics discussed include The history of criminal investigation in Western society Qualifications for becoming an investigator the selection process and ideal training requirements Crime scene search techniques including planning and post search debriefing Preparing effective field notes and investigative reports Interviewing and interrogating Types of evidence found at the crime scene and how to collect package and preserve it The contributions of forensic science to criminal investigations and the equipment used in crime labs Investigative protocol for a range of crimes including property crimes auto theft arson financial crimes homicide assault sex crimes and robbery Specialized investigations including drug trafficking cybercrime and gang related crime Legal issues involved in criminal investigations and preparing a case for trial Bringing together contributions from law enforcement personnel academics and attorneys the book combines practical and theoretical elements to provide a comprehensive examination of today's criminal investigative process The accessible manner in which the information is conveyed makes this an ideal text for a wide ranging audience

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