

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.

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Contemporary Business Reports Varner, Pomeroy, 1998-08

Communication for Business and the Professions: Strategies and Skills Judith Dwyer, 2012-10-15 The comprehensive how to guide to preparing students for the demands they ll face on the job Dwyer thoroughly addresses the new media skills that employees are expected to have in today s business environment Now titled Communication for Business and the Professions Strategies and Skills the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills With new and updated content on social media and technology Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us

with working models to practise and refine how well we do it This edition continues to provide a solid background in communication stimulate critical thinking and promote active learning through a variety of features and activities

Business Report Guides Dorinda Clippinger,2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists Business Report Guides gives ample information to apply instantly It also works as a handy reference for use throughout your career

English for Business Communication Mable Chan,2020-01-06 This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English Based on up to date research in business communication and incorporating an international range of real world authentic texts this book deals with the realities of communication in business today Key features of this book include use of English in social media that reflects recent trends in business communication coverage of the concept of communicative competence analysis of email communication introduction to informal English and English for socialisation as well as goodwill messages such as thank you or appreciation messages which are a part of everyday interaction in the workplace examination of persuasive messages and ways to understand such messages an e resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting

Writing to Go Rob Colter,2009-09-01 In today s fast paced world of e mail and instant messaging clear writing is more important than ever In Writing to Go bestselling author Rob Colter takes us through the writing process in ten easy steps This book is packed with precise and practical information delivered in a down to earth tone with often humorous examples Everywhere from the classroom to the office Colter s Top Ten Writing Tips will give you the confidence to write with greater speed and impact covering everything from knowing your purpose and audience to selecting your format organizing your points and writing clearly and effectively

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communicate clearly confidently and persuasively Whether you re managing teams engaging clients or networking with industry leaders mastering business communication is the key to success This book is your essential guide to navigating the modern business landscape with clarity and confidence **Effective Business Report Writing** Leland Brown,1973

Report Writing in Business Trevor Bentley,2002-12-31 Report writing is an essential part of business life and if you can effectively communicate your ideas you are likely to reap the rewards This new edition extensively rewritten and updated aims to provide you with a comprehensive clear brief and relevant set of guidelines for writing effective reports The key to effective report writing is to be able to communicate a message in a way that enables the reader to understand it in exactly the way it was intended To achieve this the writer needs to be able to produce information in a clear concise and readable way to deliver a message without the danger of ambiguity or misinterpretation Guidance and examples are given This book is aimed at business managers as well as students of management who need to write reports for distribution within their organisations Reading this book will present you with the knowledge to modify your own personal report style and approach This new edition has been extensively rewritten and updated Provides you with a comprehensive clear brief and relevant set of guidelines for writing effective reports Will give you the knowledge to develop your own report style and approach

Business Communication Dr. Chitranjan Singh, Communication is an integral part of all of us Whether it is a newly born baby or an old man of 110 years all use communication in one way or the other Not only human beings but also animals use it Without communication nothing is possible Communication plays an important role in all aspects of life We all are using communication as a tool since our early days A newly born baby also knows how to communicate to his mother Communication plays a great role in our life With effective communication we can touch new heights With poor communication skills we can be brought to the ground Communication is a complex process Communication as in general is not the subject matter of this book This book covers some general concepts of communication and emphasises on business communication Business communication plays a great role in managing business effectively and efficiently Without proper business communication we can t imagine a prosperous and growing business As the blood flows through the vessels to keep human body alive fit and active similarly business communication keeps the business effective and efficient Without blood human body will withered and without business communication business will fade away I hope this book will help students to understand nitty gritty of business communication It will be of great help when they are in business and operating it This book will be extremely helpful to them not only in business but also in their daily life With best wishes and warm regards

BUSINESS COMMUNICATION (English Edition) Dr. Balwant Singh,Dr. Puneet Mishra,2021-01-06 Improve your business communication skills with the English edition e Book Business Communication Tailored for B Com 1st Semester students in U P State Universities this comprehensive resource published by Thakur Publication aligns with the common syllabus Dive into the world of professional communication exploring topics such as effective writing presentation skills and

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Linguistic Studies in Academic and Professional English Juan Carlos Palmer Silveira, 2004 A collection of articles that tries to reflect the relevance of the research on specific English The book will be an interesting resource for students and teachers of English as well as for professionals who wish to learn more about specific English **ENGLISH FOR SECRETARY AND OFFICE STAFF A PRACTICAL GUIDE FOR PROFESSIONALS** Dr. Sayit Abdul Karim, S.Pd., M.Pd., Laely Nur Fadillah, According to Wiktionary the word secretary comes from Latin word secretarius which means a confidential clerk or secretary A secretary is a person who maintains a company's secret documents or files There are several titles that can be used to refer to a company secretary including a department secretary an administrative assistant a personal secretary a secretary to the management a senior secretary or an executive secretary Secretary is considered to be one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work Her role is to facilitate the management's ability to perform the truly critical tasks As a result a good secretary needs to be adaptable skilled precise efficient and always eager to learn new things **BUSINESS MANAGEMENT (PART - I)** PRABHU TL, Embark on a comprehensive journey into the world of business management a deep dive into the fundamental principles strategies and practices that underpin successful organizational operations and leadership Essentials of Business Management Navigating the Foundations of Organizational Success Part I is a definitive guide that unveils the art of effective management in the dynamic business landscape Unveiling Business Mastery Immerse yourself in the realm of business management as this book provides a roadmap to understanding the core aspects of managing organizations From exploring different management theories to deciphering the intricacies of organizational structure from honing essential leadership skills to fostering a culture of innovation this guide equips you with the tools to navigate the foundational elements of business management Key Topics Explored Introduction to Business Management Discover the significance benefits and role of effective management in achieving organizational success Management Theories and Concepts Embrace the art of understanding different management philosophies and their practical applications Organizational Structure and Design Learn about structuring organizations for optimal efficiency communication and synergy Leadership Essentials Understand the key principles of leadership communication and decision making in a business context Innovation and Change Management Explore strategies for fostering innovation managing change and adapting to evolving business landscapes Target Audience Essentials of Business Management Part I caters to students aspiring managers entrepreneurs professionals and anyone interested in gaining a solid understanding of the foundational principles of business management Whether you're seeking to kickstart your career enhance your leadership abilities or explore the dynamics of organizational operations this book empowers you to embark on a journey of business mastery Unique Selling Points Real Life Business Management Scenarios Engage with practical examples from various industries that highlight effective management strategies Practical

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Report Writing Michelle Reid,2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on demonstrating critical analysis in the key parts of a report including the literature review methodology and findings Additional guidance on effective writing style *Writing Reports to Get Results* Ron S. Blicq,Lisa A. Moretto,2004-04-05 The professional s quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team CA FOUNDATION PLANNER SOLVED PAPERS YCT EXPERT TEAM, CA FOUNDATION PLANNER SOLVED PAPERS

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