

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 A Standard Report

Tobias Bleicker



How To Write A Standard Report:

Enjoying the Track of Expression: An Psychological Symphony within **How To Write A Standard Report**

In a world consumed by screens and the ceaseless chatter of instant connection, the melodic elegance and mental symphony produced by the prepared word usually disappear into the backdrop, eclipsed by the relentless sound and disturbances that permeate our lives. But, located within the pages of **How To Write A Standard Report** a wonderful fictional prize filled with raw feelings, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, that charming masterpiece conducts visitors on a psychological journey, skillfully unraveling the concealed tunes and profound impact resonating within each carefully constructed phrase. Within the depths with this touching examination, we can discover the book is central harmonies, analyze their enthralling writing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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