

# 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 Ro Write A Report

**Lee Harvey, Morag MacDonald**



## How Ro Write A Report:

**Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports , Cambridge Academic Content Dictionary Reference Book with CD-ROM** Cambridge University Press,2009 The Cambridge Academic Content Dictionary defines the vocabulary students need to succeed in high school and beyond Entries cover more than 2 000 content area vocabulary items as well as general academic vocabulary and full coverage of everyday words and phrases The CD ROM lets students search for vocabulary by subject area includes audio of all entry words offers word family and frequency information and has a thesaurus and instant lookup feature The CD ROM is compatible with Windows XP Vista and with Mac OSX 10 4 32 bit only

**Writing a Report** Sally Speer Leber,1997 **Report** United States. Congress Senate, Report United States. Congress. House, Report ,1889 **How to Make a Book Report, Grades 6-8** Shirley E. Myers,1999-10 Gives students an organized responsible and accountable way to do book report writing so that they will be encouraged and stimulated to develop an enjoyment of reading How to Write a Winning Business Report Joseph Mancuso,1992-04-09 A CLEAR STEP BY STEP SYSTEM FOR WRITING A BUSINESS PLAN THAT WILL ATTRACT THE FINANCING YOU NEED Joseph R Mancuso offers key guidelines and valuable tips on how to gear your business plan to the people who control the cash Featuring the original business plans from three highly successful businesses plans that raised millions in upfront financing How to Write a Winning Business Plan also reveals What financiers look for in a plan Nine questions that every plan must answer How to prospect for financial sources How to romance the money men How to locate hidden sources of capital How to handle objections How to gain a commitment And much more Complete with handy checklists and key financial forms this book is your launch pad for a thriving business venture *Annual Report* New York (State). Bureau of Labor Statistics,New York (State). Department of Labor. Bureau of Statistics,1885 **Report ...** Great Britain Commissioners of Irish Education Inquiry,1825 Report of the Joint Committee on Reconstruction, at the First Session, Thirty-ninth Congress United States. Congress. Joint Committee on Reconstruction,United States. Congress,1866 Committee on the part of the Senate William P Fessenden and others Committee on the part of the House Thaddeus Stevens and others **Report of the Joint Committee on Reconstruction, at the First Session, Thirty-ninth Congress: Resolutions, committees, etc** United States. Congress. Joint Committee on Reconstruction,1866 Biennial Report of the Superintendent of Public Instruction of Kentucky Kentucky. Department of Education,1907 Report of the State Superintendent of Public Instruction Kansas. Department of Education,1879 **Report...** Iowa state agricultural society,1877 Report of the State Superintendent for the School Years Ending July 31, ... and ... Kansas. State Department of Public Instruction,1879 Report of the Casual Labour Board Inquiry Commission New South Wales. Casual Labour Board Inquiry Commission,1889 **Annual Report** Queensland. Department of Public Instruction,1883 **Doing Sociology** Lee Harvey,Morag MacDonald,1993-11-11 Doing

Sociology is a student centred text that encourages learning by doing Combining sociological theory with research methods and social philosophy in an accessible way it provides an invaluable resource for A level access and first year degree students and teachers      *Sixteenth (Twenty-fifth) annual report* St. Louis Mo, board of directors of the publ. sch,1871

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### **How Ro Write A Report Introduction**

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