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
- Discussion
- Conclusions
- 8. Recommendations
- 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 Report Structure

Tage C. Tracy

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How to Write a Historic Structure Report David Arbogast, 2011-05-31 A one of a kind step by step guide to compiling an HSR a document crucial to every professional working on a historic property Any architect engineer or preservation professional renovating a historic property must be familiar with the historic structure report HSR a document that evaluates all aspects of a property to minimize damage during restoration The only book of its kind this practical guide walks readers through the process of compiling an HSR From gathering historical and archival data about the property to analyzing its structural mechanical and electrical components to assessing the state of its interior finish including wood masonry and metals this book covers all the nuts and bolts of an expertly written informative HSR Explaining what information should be included in each section and how investigators can work together effectively as a team to produce a comprehensive coherent report this handbook is one no professional should be without **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 How to Write and Publish a Scientific Paper Robert A Day, Barbara Gastel, 2006-04-26 Guide on writing and submitting a scientific paper for graduates to professionals How to Structure a Thesis, Report or Paper Robert P. Ormrod, 2022-11-23 How to Structure a Thesis Report or Paper provides concise practical guidance for students to help make their writing more structured at any level It assists students in demonstrating what they have learned in the relevant course or degree programme in a way that is accessible to the supervisor and the examiner Drawing on almost 20 years of supervision experience the author presents the eight sections of a well structured thesis report or paper together with discussing other relevant issues Each chapter provides a detailed description of why each section of a thesis report or paper is structured in the way it is and its relationship to the whole piece of work Good and bad examples are provided throughout the book and there is a focus on key areas such as the six parts of an Introduction and its relationship to the Conclusion how to phrase clear research questions and hypotheses to the use of references and how to make the thesis report or paper easier to read The structure presented in this book can be used to support many courses on the student s entire degree programme as the structure can be adapted by re arranging or deleting sections. This book is an invaluable aid to students at all stages in higher education from their first report or paper until they write their final thesis It provides clear quidelines for when students should ask their supervisors for advice and when students can use their own initiative to learn the most It makes writing a thesis report or papers more straightforward **How to Write Technical Reports** Lutz Hering, Heike Hering, 2010-10-14 Technical Reports are usually written according to general standards corporate sign standards of the current university or company logical rules and practical periences These rules are not known well enough among engineers There are many books that give general advice in writing This book is specialised in how to write Technical Reports and addresses not only engineers but also natural sci th tists computer scientists etc It is based on the 6 edition

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