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

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

Torrey Podmajersky

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 s 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

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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

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Jordan Wright, 2019-09-23 The only pocket size module 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. 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