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.

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.

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.

INTRODUCTION — The Introduction has three main components.

- 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.
- The Purpose which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
- 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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Table of Contents Examples Of A Formal Report

- 1. Understanding the eBook Examples Of A Formal Report
 - \circ The Rise of Digital Reading Examples Of A Formal Report
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Examples Of A Formal Report
 - Exploring Different Genres
 - $\circ\,$ Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - $\circ \ \ Popular \ eBook \ Platforms$
 - Features to Look for in an Examples Of A Formal Report
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Examples Of A Formal Report
 - Personalized Recommendations

- Examples Of A Formal Report User Reviews and Ratings
- Examples Of A Formal Report and Bestseller Lists
- 5. Accessing Examples Of A Formal Report Free and Paid eBooks
 - Examples Of A Formal Report Public Domain eBooks
 - Examples Of A Formal Report eBook Subscription Services
 - Examples Of A Formal Report Budget-Friendly Options
- 6. Navigating Examples Of A Formal Report eBook Formats
 - o ePub, PDF, MOBI, and More
 - Examples Of A Formal Report Compatibility with Devices
 - Examples Of A Formal Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Examples Of A Formal Report
 - Highlighting and Note-Taking Examples Of A Formal Report
 - Interactive Elements Examples Of A Formal Report
- 8. Staying Engaged with Examples Of A Formal Report
 - o Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Examples Of A Formal Report
- 9. Balancing eBooks and Physical Books Examples Of A Formal Report
 - \circ Benefits of a Digital Library
 - Creating a Diverse Reading Collection Examples Of A Formal Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Examples Of A Formal Report
 - Setting Reading Goals Examples Of A Formal Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Examples Of A Formal Report
 - Fact-Checking eBook Content of Examples Of A Formal Report

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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