

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.

1. 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.

2. 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.

4. INTRODUCTION — The Introduction has three main components.

1. **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.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **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.

Example Of A Formal Report

Jin-Ying Zhang



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Business and Professional Writing: A Basic Guide, Third Canadian Edition Paul MacRae,Joel Hawkes,Laura Fanning,2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout

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The Elements of Academic Research Richard H. McCuen,1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool

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The Communication Handbook Sandra Cleary, Juta Academic, 2004-04-28 A step by step guide to acquiring effective communication skills this book is written against the background of the growing need for students and professionals to become ever more entrepreneurial The text focuses on how to become a better speaker listener reader and writer All forms of writing are addressed from business letters reports and faxes to e mails academic writing and referencing This new edition covers short messages and grammar using relevant examples and illustrations drawn from familiar situations and diverse cultural backgrounds Accessible to both first and second language speakers it uses in text citations and references that teach correct referencing conventions and gives readers the skills and knowledge to explore the topic further on their own

Operational Review Rob Reider, 2002-11-04 Shows in a step by step manner how an operational review should be conducted Demonstrates the differences between an operational and financial audit Details how to identify which organizational systems are detrimental to a corporation s growth Shows how to judge the results and make recommendations to management Provides blank and sample forms required for conducting a comprehensive operational review

The Business Writer's Handbook, Eighth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2006-03-07 Contains nearly four hundred alphabetized entries that provide guidance for writing business documents such as brochures press releases resumes executive summaries proposals and reports and provides general advice on organizing researching writing revising grammar usage style and punctuation

English for Executive Administrative Assistant Nina Inayati, Puji Sumarsono, 2020-06-24 English for Executive Administrative Assistant EAA is written to fulfill students need to learn English for specific Purposes especially those who plan to work as a professional administrative staff The need for increased English language skills for personnel of Professional administration is an urgent matter as the era of globalization has penetrated into various sectors economics culture science and so on Therefore professional Administrative Personnel are required to have competence English and professional attitude to be able to fulfill the needs of the institution or company they represent This book consists of five units which are developed from the decree of the English Language consortium at the Directorate of Course Development and Institution Directorate General of Non

Formal and Informal Education Ministry of National Education National Work Competency Standards SKKNI year 2009 The first three units are organized into specific language skills Reading Writing and Speaking containing various activities designed to train and improve students English proficiency related to the targeted administrative skills Unit I covers negotiation skills with the focus on the discussion practices and useful expressions relevant to conducting effective negotiation in English Language Unit II covers presentation skills with key elements of how to make effective presentation in English Language discussed and practiced Next Unit III covers Public Relations with various elements of administrative tasks with close relations to public relations issues discussed and practiced which are then followed by practices to perform administrative tasks using effective English Language To be more specific Unit IV covers intermediate communication strategies including various English expressions indicating hesitation reflection formal and informal requests offers intentions acceptance and refusal Finally Unit V covers summaries and reports with a range of tips to write good reports in English followed by examples and practices The writing tasks in Unit IV and V are mostly presented in the form of guided writing which provides students with the language expressions they need to complete the relevant administrative tasks In addition to reading and writing exercises it also presents speaking which explains about a concept which is then followed by speaking practices

Brink's Modern Internal Auditing Robert R. Moeller, 2016-01-05 The complete guide to internal auditing for the modern world Brink's Modern Internal Auditing A Common Body of Knowledge Eighth Edition covers the fundamental information that you need to make your role as internal auditor effective efficient and accurate Originally written by one of the founders of internal auditing Vic Brink and now fully updated and revised by internal controls and IT specialist Robert Moeller this new edition reflects the latest industry changes and legal revisions This comprehensive resource has long been and will continue to be a critical reference for both new and seasoned internal auditors alike Through the information provided in this inclusive text you explore how to maximize your impact on your company by creating higher standards of professional conduct and greater protection against inefficiency misconduct illegal activity and fraud A key feature of this book is a detailed description of an internal audit Common Body of Knowledge CBOK key governance risk and compliance topics that all internal auditors need to know and understand There are informative discussions on how to plan and perform internal audits including the information technology IT security and control issues that impact all enterprises today Modern internal auditing is presented as a standard setting branch of business that elevates professional conduct and protects entities against fraud misconduct illegal activity inefficiency and other issues that could detract from success Contribute to your company's productivity and responsible resource allocation through targeted auditing practices Ensure that internal control procedures are in place are working and are leveraged as needed to support your company's performance Access fully updated information regarding the latest changes in the internal audit industry Rely upon a trusted reference for insight into key topics regarding the internal audit field Brink's Modern Internal Auditing A Common Body of

Knowledge Eighth Edition presents the comprehensive collection of information that internal auditors rely on to remain effective in their role How to Write it Sandra E. Lamb, 2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail **The Business Writer's Handbook** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2011-10-21 More than just a guide The Business Writer's Handbook places writing in a real world context with quick and easy access to hundreds of business writing topics and scores of sample documents The handbook now offers up to date coverage of the job search tips on professionalism and advice about adapting to evolving workplace technologies Publisher's description

Dynamic Communication for Engineers Richard H. McCuen, Peggy A. Johnson, Cynthia Davis, 1993-01-01 Communications skills are essential to all professional practices but often it is a skill for which most engineers are least prepared The authors provide a hands on approach on communicating more effectively in the workplace This comprehensive guidebook tailors instructions to the special needs of engineers as real world examples illustrate a variety of communication situations Topics include procrastination technical writing style communicating technical data and statistics ethical considerations technical reports oral communication graphics and visual aids business correspondence r sum s job interviews and nonverbal communication Undergraduate and graduate students as well as professionals just entering the work force will find this book an easy to read and concise handbook for mastering the fundamentals of professional and technical communication **A Practical Writing Guide for Academic Librarians** Anne Langley, Jonathan Wallace, 2010-05-11 Mastering the skills necessary for clear effective writing can make writing tasks flow more easily This book helps academic librarians who are new to the profession or new to a supervisory or management position as well as those who want to be more productive and make their writing for work go more smoothly From progress reports to project plans cover letters to case studies and book reviews to blogging readers will find examples and how tos for most of the types of writing they need to do in their academic library careers Discusses the importance of style and audience Analyzes and guides the reader through the types of writing that academic librarians use in their everyday work Includes information on presenting data specifically tables graphs and charts **Guidelines for Investigating Chemical Process Incidents** CCPS (Center for Chemical Process Safety), 2010-08-13 This book provides a valuable reference tool for technical and management personnel who lead or are a part of incident investigation teams This second edition focuses on investigating process related incidents with real or potential catastrophic consequences It presents on the job information techniques and examples that support successful investigations The methodologies tools and techniques described in this book can also be applied when investigating other types of events such as reliability quality occupational health and safety incidents The accompanying CD ROM contains the text of the book for portability as well as additional supporting tools for on site reference and trouble shooting Note CD ROM DVD and other supplementary materials are not included as part of eBook file Administration Procedures for Higher

Secretarial Diplomas Lesley Jefferson, Sue Sealy, 1999 This textbook covers the next level in administration after the Diploma in Administration and Secretarial Procedures It provides the underpinning knowledge for the higher diploma in Administrative Procedures qualification offered by RSA with up to date information in this area **Practical English Writing in Technical Communication** Tsze Sun Li, 2013-10 This book is the second in a series of two about developing proficiency in English business and technical communication University students and teachers in courses such as Technical Communication Advanced Business Communication and Practical English Writing will find this book instrumental to improving their understanding of or instruction in written English communication skills The book comprises six units 1 Employment Related Communication 2 Summaries 3 Definitions Descriptions Instructions Guides and Manuals 4 Proposals 5 Reports 6 Tenders Advertisements Brochures Questionnaires and Web Pages Each unit is organized with three components A Introduction of text type B Exemplars with notes and C Practice Tasks The Practice Tasks are designed in three forms 1 Fill in the Blank 2 Proofreading Editing and 3 Writing Suggested answers guides are appended in addition to text type feedback forms The total number of writing examples is 154 *Security Analysis And Portfolio Management - SBPD Publications* Dr. Ajit Kumar, 2022-03-24 1 Financial System 2 Investment Management 3 Nature of Security and Investment Analysis 4 Process of Investment Decision 5 Security Market 6 Operation of Stock Exchange 7 New Issues Management and Promotion 8 Mechanism of Security Analysis 9 Portfolio Management 10 Theory of Portfolio Management 11 Merchant Banking 1

Evaluation Practice Elizabeth DePoy, Stephen French Gilson, 2008 Professional accountability has become central to both public and private sectors Governments have emphasized and even developed empirical models logic modeling and evidence based practice in the programs they support and not for profit for profit and NGO entities increasingly rely on systematic strategies such as strategic planning marketing research outcome measures and benchmarking to identify needs and determine success Evaluation Practice bridges the apparent gap between practice and research to present a logical systematic model to guide all professional thinking and action within the context of everyday professional life Their framework embraces diverse theories action and sets of evidence from a range of professional and disciplinary perspectives

The New Office Professional's Handbook American Heritage Dictionary, Houghton Mifflin Company, 2001 Provides information on career development the online office document creation telecommunications business English business law information management and other topics

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