



## CHAPTER

# Informal Reports

*As a project manager, I find that progress reports are excellent tools to keep clients up to speed. These reports detail the project's progression and provide valuable insight into whether the objectives are being met and if any fine-tuning is required in the assignment of resources and responsibilities.<sup>1</sup>*

*Heather Jack, project manager, Bell Canada*

### LEARNING OBJECTIVES

1. Define a report project and gather data.
2. Organize report data using effective headings.
3. Identify six kinds of informal reports and four report formats.
4. Present data objectively to gain credibility.
5. Write information and progress reports.
6. Write justification, recommendation, and feasibility reports.
7. Write summary reports and meeting minutes.

#### ✓ Quick Check

Informal reports are relatively short (under ten pages) and are usually written in memo or letter format.

Good report writers, as Heather Jack implies, are good at simplifying facts so that anyone can understand them. Collecting information and organizing it clearly and simply into meaningful reports are skills that all successful businesspeople today require. In this age of information, reports play a significant role in helping decision makers solve problems. You can learn to write good reports by examining basic techniques and by analyzing appropriate models.

Because of their abundance and diversity, business reports are difficult to define. They may range from informal e-mail trip reports to formal 200-page financial forecasts. Reports may be presented orally in front of a group using PowerPoint, while many reports appear as e-mails, memos, and letters. Still others consist primarily of numerical data, such as tax reports or profit-and-loss statements. Although reports vary in length, content, format, organization, and level of formality, they all have one common purpose: they are systematic attempts to answer business questions and solve business problems. In this chapter we'll concentrate on informal reports. These reports tend to be short (under ten pages); use e-mail, memo, or letter format; and are personal in tone.

# Examples And Informal Report

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