

# 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.

# Examples Of A Formal Report

**Raffaela Di Napoli**



## Examples Of A Formal Report:

Business and Professional Writing: A Basic Guide - Second Edition Paul MacRae, 2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout 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 **Business and Professional Writing: A Basic Guide - Second Canadian Edition** Paul MacRae, 2019-05-13 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **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 **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

**Writing Reports to Get Results** Ron S. Blicq, Lisa A. Moretto, 2004-04-05 The professional's quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team

**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

*Managerial Communication* Geraldine E. Hynes, Jennifer R. Veltsos, 2018-01-20 A Practical Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today's workplace Known for its holistic overview of communication solid research base and focus on managerial competencies this text continues to be the market leader in the field In the Seventh Edition author Geraldine E Hynes and new co author Jennifer R Veltsos preserve the book's strategic perspective and include new updates to reflect the modern workplace The new edition adds a chapter on visual communication that explains how to design documents memorable presentations and impactful graphics New coverage of virtual teams virtual presentations and online communication help students avoid common pitfalls when using technology

**How to Write It, Third Edition** Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally

designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference

**Business Communication: Concepts, Cases And Applications** Mukesh Chaturvedi, 2004-09 Most Books On Business Communication Focus Mainly On What It Is Definition Nature Process Form Types And So On This Book With Cases And Applications Besides Concepts Shows For The First Time How Total Communication Skills Can Be Developed The Book Propounds That Business Communication Skill Is Not Just A Managerial Ability It Is Also An Extraordinary Trait Effective Business Communication Is Not Just Purpose Driven It Is Also A Complete Strategy Thus It Is Not A Speaker Or Writer Who Communicates It Is The Total Individual A Personality Presented In A Reader Friendly Style The Book Can Be Effectively Used By Students Faculty And Executives For Teaching Training And Self Development Equally Comfortably

**Business Communication: Concepts, Cases and Applications (for Chaudhary Charan Singh University)** P. D. Chaturvedi, 2013

**Annual Report of the Securities and Exchange Commission** United States. Securities and Exchange Commission, 1956

*Engineers' Guide to Technical Writing* Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc

**Handbook of Technical Writing, Tenth Edition** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2012 Combining guidance for writing over 40 types of professional documents with thorough coverage of grammar usage and style the Handbook of Technical Writing functions as both a writer's handbook and a complete guide to technical communication It provides quick access to hundreds of topics and scores of sample documents and visuals publisher's note

**Research Methods for Leisure, Recreation and Tourism, 2nd Edition** Ercan Sirakaya-Turk, Muzaffer Uysal, William E Hammitt, Jerry J Vaske, 2017-04-13 Describing the fundamental elements of research methods for leisure recreation and tourism this new edition of a popular textbook is updated throughout It covers the measurement of variables sampling questionnaire design and evaluation methods and also a wider discussion of writing proposals communicating research findings cross cultural research and the use of new technologies in conducting research Written by internationally renowned researchers in an accessible style this book introduces both undergraduate and graduate students to the vital skills they will need to succeed in the leisure recreation tourism and hospitality industries

**Formal Methods - Fun for Everybody** Antonio Cerone, Markus Roggenbach, 2021-03-10 This volume constitutes the post workshop proceedings of the First International Workshop on Formal Methods Fun for Everybody FMFun 2019 held in Bergen Norway in December 2019 The 7 revised full papers and 2 revised short papers presented in this volume were carefully reviewed and selected from 15 submissions A white paper and

two keynote papers are also included The papers explore ways of utilizing the pathway to transforming and spreading formal methods The vision of this workshop series is that formal methods ought to be taught in such a way that every student can have fun with it     Software Project Planning & Management Mr. Rohit Manglik,2023-05-23 This book offers a detailed exploration of software project planning management focusing on key concepts methodologies and practical implementations relevant to modern engineering and technology practices     *Software Project Management* HUGHES,2021-04-04 eBook Software Project Management 5e     *The American Journal of Psychology* Granville Stanley Hall,Edward Bradford Titchener,Karl M. Dallenbach,Madison Bentley,Edwin Garrigues Boring,Margaret Floy Washburn,1929     **Coordinating the Curriculum in the Smaller Primary School** Mick Waters,2003-10-04 Specifically designed for busy teachers who have responsibility for co ordinating a subject area within their primary school Each volume in the series conforms to a concise style while providing a wealth of tips case studies and photocopiable material that teachers can use immediately subject they are called on to co ordinate these books provide guidance and examples to tackle the job There are special volumes dedicated to dealing with OFSTED creating whole school policy and the demands of co ordinating several subjects within a small school The entire set of 16 volumes is available for 185

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