

# REPORT WRITING

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request.

## Characteristics of an effective report

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request. There are many varieties of reports, but generally their function is to give an account of something, to answer a question, or to offer a solution to a problem.

An effective report is:

- Appropriate to its purpose and audience
- Accurate
- Logical
- Clear and concise
- Well organised with clear section headings.

## Report structure

One important advantage that a report has over other written communication is that it follows a standardised format. This enables readers to find and focus on specific parts of information. Most reports are modelled on the following structure (modified where necessary).

1. Transmittal document
2. Title page
3. Table of contents
4. Abstract/Executive Summary
5. Introduction
6. Discussion
7. Conclusions
8. Recommendations
9. Bibliography.

## Report writing procedure stage 1: Planning

Define the purpose:

- Read the brief carefully
- Identify key words
- Make sure you know what's really being asked

# How To Write Report Example

**Bruce Findlay**



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How to Write Reports and Proposals Diane Lutovich, Janis Fisher Chan, 1998      *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

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Hering, 2018-12-29 The 2nd edition was fundamentally changed and adopted to be displayed not only in book form but also on all kinds of electronic devices The following sections have been reduced or skipped Tables Scheme and diagram Perspective drawing Technical drawing and bill of materials Pictorial re arrangement of text Copyright and copyright laws Details about text accentuation Automatic creation of indexes tables lists labels and cross references Creating slides with presentation graphics programs      How to Write Technical Reports Lutz Hering, Heike Hering, 2010-10-14 Technical Reports are usually written according to general standards corporate sign standards of the current university or company logical

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