

Model Document: Formal Report

Transmittal memo identifies topic of attached formal report.

Memo author initials document before distributing.

Content of report is briefly summarized.

Closing expresses hope that report fills its purpose.

CGF AIRCRAFT CORPORATION MEMO

To: Members of the Ethics and Business Conduct Committee
From: Susan Lindinger, Director of Ethics and Business Conduct
Date: March 1, 20--
Subject: Reported Ethics Cases 20-- *SL*

Enclosed is the annual Ethics and Business Conduct Report, as required by CGF Policy CGF-EP-01, for your evaluation, covering the first year of our Ethics Program. This report contains a review of the ethics cases handled by CGF Ethics officers and managers during 20--.

The ethics cases reported are analyzed according to two categories: (1) major ethics cases, or those potentially involving serious violations of company policy or illegal conduct, and (2) minor ethics cases, or those that do not involve serious policy violations or illegal conduct. The report also examines the mode of contact in all of the reported cases and the disposition of the substantiated major ethics cases.

It is my hope that this report will provide the Committee with the information needed to assess the effectiveness of the first year of CGF's Ethics Program and to plan for the coming year. Please let me know if you have any questions about this report or if you need any further information. I may be reached at (555) 211-2121 and by email at <sl@cgf.com>.

How To Write Official Report

Katrin Zwirglmaier



How To Write Official Report:

Official Report American Association of School Administrators, 1923 *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 **How to Write Technical Reports** Heike 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 rules and practical periences These rules are not known well enough among engineers There are many books that give general advice in writing This book is specialised in how to write Technical Reports and addresses not only engineers but also natural sci th tists computer scientists etc It is based on the 6 edition published in 2008 by st Vieweg in German and is now published as 1 edition by Springer in English Both authors of the German edition have long experience in educating en neers at the University of Applied Sciences Hannover They have held many l tures where students had to write reports and took notes about all positive and negative examples that occurred in design reports lab work reports and in theses Prof Dr Lutz Hering has worked for VOLKSWAGEN and DAIMLER and then changed to the University of Applied Sciences Hannover where he worked from 1974 until 2000 He held lectures on Technical Drawing Construction and Design CAD and Materials Science Dr Heike Hering worked nine years as a Technical Writer and was responsible for many CAD manuals in German and English She is now employed at T V NORD Akademie where she is responsible for E Learning projects technical documentation and software training and supervises students who are writing their theses Prof Dr Ing *The Council of State Debates (official Report)...*, 1922 **Official report of debates** Council of Europe: Parliamentary Assembly, 2005-06-10 **How to Write Reports: A Guide for Grades 6-9** Randy Larson, 1991 *Official Report of Debates, House of Commons* Canada. Parliament. House of Commons, 1907 [Vermont Legislative Documents and Official Reports](#) Vermont, 1872 **How To Write Special Feature Articles** Willard Grosvenor Bleyer, 2019-09-25 Reproduction of the original How To Write Special Feature Articles by Willard Grosvenor Bleyer **Official Reports of the Supreme Court** United States. Supreme Court, 1992 *The Warren Commission Report: The Official Report on the Assassination of President Kennedy* U.S. Government, President's Commission on the Assassination of President Kennedy, 2023-12-17 The Warren Commission Report stands as a definitive document that meticulously explores one of the most pivotal moments in American history the assassination of President John F Kennedy Comprised of detailed investigations witness testimonies and

exhaustive research this comprehensive collection presents a mosaic of narratives surrounding the 1963 tragedy Its style is at once factual and investigative rigorously upholding journalistic standards while offering insight into the complex layers of political and social context surrounding the event This anthology not only serves as a historical record but also as a testament to the profound impact that the assassination had on both a national and global scale This monumental report is the work of the President s Commission on the Assassination of President Kennedy an esteemed group tasked with unraveling the mysteries of this tragic event Contributors include distinguished jurists politicians and investigators of the era each bringing a wealth of expertise and a commitment to uncovering the truth Embedded within the text is the spirit of 1960s America grappling with Cold War tensions and societal change making it both a chronicle of a bygone era and a bridge to understanding the movements and motivations of that time Readers seeking to unravel the complexities of historical events will find this report a compelling resource It offers a unique opportunity to engage with a spectrum of perspectives and analytical rigor that seeks to illuminate the shadowy details of a national tragedy The Warren Commission Report is recommended not only for its documentary value but also for fostering an informed dialogue about the interpretations and implications of Kennedy s assassination It is a crucial addition to any collection on American history political science or government studies providing an indispensable springboard for further inquiry and discussion

How To Write Special Feature Articles by Willard Grosvenor Bleyer Willard Grosvenor Bleyer,2016-05-03 This book is the result of twelve years experience in teaching university students to write special feature articles for newspapers and popular magazines By applying the methods outlined in the following pages young men and women have been able to prepare articles that have been accepted by many newspaper and magazine editors The success that these students have achieved leads the author to believe that others who desire to write special articles may be aided by the suggestions given in this book Although innumerable books on short story writing have been published no attempt has hitherto been made to discuss in detail the writing of special feature articles In the absence of any generally accepted method of approach to the subject it has been necessary to work out a systematic classification of the various types of articles and of the different kinds of titles beginnings and similar details as well as to supply names by which to identify them A careful analysis of current practice in the writing of special feature stories and popular magazine articles is the basis of the methods presented In this analysis an effort has been made to show the application of the principles of composition to the writing of articles Examples taken from representative newspapers and magazines are freely used to illustrate the methods discussed To encourage students to analyze typical articles the second part of the book is devoted to a collection of newspaper and magazine articles of various types with an outline for the analysis of them Particular emphasis is placed on methods of popularizing such knowledge as is not available to the general reader This has been done in the belief that it is important for the average person to know of the progress that is being made in every field of human endeavor in order that he may if possible apply the results to his own

affairs **The Parliamentary Debates (official Report).** Great Britain. Parliament. House of Commons,1911 Contains the 4th session of the 28th Parliament through the 1st session of the 48th Parliament **Official Report of the National Foreign Trade Convention** ,1918 **Official Reports of the Debates of the House of Commons of the Dominion of Canada** Canada. Parliament. House of Commons,1885 Report from the Select Committee on Public Libraries ,1850
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