

# 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 A Report Of

**Nel Yomtov**



## How To Write A Report Of:

**How to Write a Report** Cecilia Minden, Kate Roth, 2011-08-01 Learn how to research a subject and give a detailed report on the information you discovered **Sap: How to Write a Report Functional Specification** Linda R. Timms, 2012-05-22 Author Linda Timms goes beyond the standard consulting guide to bring you constructive reliable advice for delivering effective complete professional functional specs on time Filled with plain English real world examples hints and tips SAP How to Write a Report Functional Specification provides the secrets you need to make a daunting task achievable Whether you are a SAP project team member seconded from the business unsure where to start with documenting business requirements a support analyst dealing with change requests and new requirements an offshore analyst consultant wanting to up your game get recognition for top quality work and stand out from the crowd anyone fresh out of a SAP academy or training course wanting to transition smoothly into a valuable project team member a graduate with one of the big management consulting firms wanting focussed reliable advice to help build your consulting career a junior consultant wanting to make a name for yourself as a professional productive good SAP resource an experienced consultant wanting to refresh your knowledge and maybe kick some bad habits a business analyst looking to move into the SAP arena a manager or team lead tasked with reviewing and signing off functional specs a project manager wanting to bring in best practices a technical analyst wanting to understand the functional side of SAP requirements SAP How to Write a Report Functional Specification is a comprehensive guide including a free downloadable functional specification template that will have you producing polished high caliber valuable report specifications in no time [Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports](#) , **How to Write a Research Report** Kathleen Christopher Null, 1998 Students will learn what a research report is and receive writing prompts to warm up their writing muscles They will investigate reference books and other resources and then choose a topic They will ask important questions Who What When Where Why and How **Writing a Report** John Bowden, 2008 Now in its 8th edition this extensively revised and updated handbook explains how you can write reports that will be A Read without unnecessary delay A Understood without undue effort A Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing A Preparation and planning A Collecting and handling information A Writing and revising Secondly at the creative side of report writing A Achieving a good style and choosing the right words And thirdly at 23 common types of report including A Annual reports A Appraisal reports A Audit reports A Minutes A Progress reports A Student project reports A Technical reports There is also an extensive glossary and a selection of sample reports **How to Write a Simple Report, Grades 1-3** Jennifer Overend Prior, 1999-06 Gives students an organized responsible and accountable way to do book report writing so that they will be encouraged and stimulated to develop an enjoyment of reading *How to Write it* Sandra E. Lamb, 2006 Provides examples and advice on

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How to Write a Research Report, Grades 6-8 Mari Lu Robbins,1999-10 Students will learn what a research report is and receive writing prompts to warm up their writing muscles They will investigate reference books and other resources and then choose a topic They will ask important questions Who What When Where Why and How     **How to Write to Learn Science** Bob Tierney,John Dorroh,2004 Make science an exhilarating process of discovery Through a wealth of creative write to learn strategies this book offers inspiring techniques to coax out the reluctant scientists in your classroom This book is full of classroom tested pragmatic approaches from high school science teachers who used the ideas to make teaching and learning more creative endeavors     *How to Write a Book Report: How to Write a Fiction Book Report* Brenda Rollins,2014-01-01

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