

Writing Informal Reports

Format

Memo header

To: (name and title of target audience)

From: (name and title of writer: remember to sign or initial if it isn't an electronic submission)

Date:

RE:

CC: (distribution list when necessary)

Introduction [No heading necessary]

Discussion sections [Use headings provided in the outline attachment of the syllabus]

Conclusion [Reflection is the content]

Parts of an informal report

Reports are written for many different reasons and use two basic formats. One is the long or formal report and the short or informal report. But EVERY report, like every letter, essay, or article has 3 main parts: Introduction, Discussion sections, Conclusion. These reports follow the same format as the memo but are longer and more comprehensive. Because they are longer than one or two pages, reports also include such formatting elements as headings, bulleted or numbered lists, and graphs and charts or tables.

Introduction

The introductory section includes 3 parts:

1. a statement of the problem or situation,
2. the task assigned to the writer and the scope of the project.
3. purpose of the report and forecasts for the reader the topics of the report.

(PLEASE REFER TO OUTLINE SECTION I. INTRODUCTION)

Finally, when appropriate, the introduction ends with the conclusion or recommendation reached by the writer.

Discussion Sections

Another aspect of report writing that is somewhat different from other business communications is the reading patterns of various audiences. Remember that most memos and reports have a target audience, but a number of secondary audiences who must be accommodated. Some of the readers will skim the report. In other words, the report, particularly the discussion sections, may not be read in a linear way—from the first word progressing to the last. Therefore, the writer must be certain the report is comprehensible when read in that manner. Each section must work together as part of the whole report, but a reader should be able to read one section and understand the context. Anytime you use a list, or graphic or visual representation, you should introduce that list or visual and explain its purpose to the audience.

(PLEASE REFER TO OUTLINE SECTIONS II-VI)

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**American Academy of Orthopaedic
Surgeons (AAOS),,Paramedic
Association of Canada,,Nancy L.
Caroline**

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 Judith Dwyer, Nicole Hopwood, 2019-07-18 The *Business Communication Handbook 11e* helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication. Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration, the text is divided into five sections: Communication foundations in the digital era; Communication in the workplace; Communication with customers; Communication through documents; Communication across the organisation. Highlighting communication as a core employability skill, the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications and empowers students to apply communication skills in real workplace settings. Written holistically to help learners develop authentic communication-related competencies from the BSB Training Package, the text engages students with its visually appealing layout and full colour design, student-friendly writing style and range of activities.

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Educational Research Burke Johnson, Larry Christensen, 2008 Educational Research is a highly readable text that provides students with a clear and in depth understanding of the different kinds of research including technology based that are used in education today The text introduces students to the fundamental logic of empirical research and explores the sources of research ideas Detailed descriptions guide students through the design and implementation of actual research studies with a balanced examination of quantitative qualitative and mixed research

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