

# 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

# Guidelines For Writing A Report

**Ron Blicq**



## **Guidelines For Writing A Report:**

General Technical Report FPL ,1978      **Guidelines for Report Writing** Ron Blicq,1990      **Nursing Research and Statistics - E-Book** Suresh Sharma,2025-05-28 Meticulously crafted to align with the Indian Nursing Council syllabus for B Sc Nursing students this fifth edition also serves as an introductory text for postgraduate students and is beneficial for GNM students and other healthcare professionals It aims to familiarize students with various research methodologies in nursing 1 Nursing Research The Fifth Edition strengthens foundational concepts with an updated historical overview and an expanded scope incorporating the NINR framework and a new section on research capacity in nursing Enhanced visual aids including a new Evidence Based Practice EBP diagram provide insights into the evolving landscape of nursing research This edition also clarifies the research process with improved explanations of hypothesis components threats to validity and qualitative research methodologies 2 Statistics This edition enhances statistical understanding by introducing advanced topics like improved sample size estimation expanded data collection methods and an updated statistical decision tree New subjects such as interquartile range IQR calculation whisker plots receiver operating characteristic ROC curves area under the curve AUC regression assumptions and factor and cluster analyses enrich readers comprehension of statistical applications in nursing research 3 Digital Resources In line with contemporary educational practices the book integrates QR codes and hyperlinks to supplementary materials A Digital Teaching Kit includes Quick Facts Sheets a question bank with about 2 000 multiple choice questions MCQs and PowerPoint presentations ensuring an engaging and accessible learning experience With these enhancements the Fifth Edition becomes an essential resource for nursing students educators and healthcare professionals seeking comprehensive knowledge of research and statistics in healthcare      *Morbidity and Mortality Weekly Report* ,2004      **The National Education Goals Report** ,1999      Communications skills in English EduGorilla Prep Experts,2024-10-06 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

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indicators      *Technical Writing* William S. Pfeiffer, Jan Boogerd, 2004 This book offers an easy to use approach towards learning the fundamentals of technical writing The author s writing style is user friendly and engages the reader by providing a comprehensive overview of current topics in technical writing Chapter topics cover process in technical writing ethics and globalism in the workplace organizing information page design patterns of organization process descriptions and instructions letters memos and electronic communication informal reports formal reports proposals and feasibility studies graphics oral communication technical research and style in technical writing For professionals in the technical writing field      Cardiac Arrhythmias, An Issue of Critical Care Nursing Clinics of North America, E-Book Mary G. Carey, 2016-08-09 A cardiac dysrhythmia is a disturbance in the cardiac rhythm which can be normal e g sinus arrhythmia or instantly lethal e g sustained ventricular tachycardia This issue of Critical Care Nursing Clinics of North America will provide state of the art diagnostic and treatment information for cardiac dysrhythmias as well as addressing how to achieve the most accurate diagnostic approach to interpreting an electrocardiogram which is omnipresent in critical care and of critical importance in diagnosing arrhythmias Articles in this issue are devoted to The Normal Cardiac Conduction System The Normal Electrocardiogram Resting 12 lead and Continuous Cardiac Rhythm Strips Premature Beats Paroxysmal Supraventricular Tachycardia Including the Special Type Called Wolff Parkinson White Atrial Fibrillation The Most Common Type of Supraventricular Arrhythmia Ventricular Tachycardia and Its Disorganized Counterpart Ventricular Fibrillation Brady Dysrhythmias When Heart Rate Slows Myocardial Ischemia Pharmacologically Induced Dysrhythmias and Implantable Cardiac Devices and their Role in Dysrhythmias Management      *Sabiston and Spencer Surgery of the Chest, E-Book* Frank W. Sellke, Pedro J. del Nido, Scott J. Swanson, 2023-09-27 Selected for Doody s Core Titles 2024 in Thoracic Surgery The only text to cover the full range of adult cardiac thoracic and pediatric chest surgery Sabiston and Spencer Surgery of the Chest 10th edition provides unparalleled guidance in a single two volume resource This gold standard reference edited by Drs Frank Sellke Pedro del Nido and Scott Swanson covers today s most important knowledge and techniques in cardiac and thoracic surgery the information you need for specialty board review and for day to day surgical practice Meticulously organized so that you can quickly find expert information on open and endoscopic surgical techniques this 10th Edition is an essential resource not only for all cardiothoracic surgeons but also for physicians residents and students concerned with diseases of the chest Features short focused chapters divided into three major sections Adult Cardiac Surgery Pediatric Cardiac Surgery and Thoracic Surgery Presents the knowledge and expertise of global experts who provide a comprehensive view of the entire specialty Provides full color coverage throughout helping you visualize challenging surgical techniques and procedures and navigate the text efficiently Includes new chapters on dissection complications and percutaneous treatment of mitral and tricuspid valve disease Offers extensively revised or rewritten chapters on surgical revascularization acute dissection vascular physiology the latest innovations in minimally invasive cardiothoracic surgery and percutaneous devices the molecular biology of

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*Cardiovascular Procedures* Mauro Moscucci, 2012-03-28 This textbook provides interventional cardiologists endovascular interventionalists and physicians in training with a comprehensive resource on the prevention and management of complications in interventional cardiology The book focuses specifically on risk factors prevention and management with conventional and or with bailout techniques and devices It includes many images of common and rare complications and of devices The first section on general principles includes quality assurance training requirements legal considerations adjunctive pharmacotherapy and conscious sedation Subsequent sections cover general complications of invasive procedures and complications of specific coronary interventions noncoronary cardiac interventions peripheral vascular procedures pediatric interventions and electrophysiology procedures A companion website includes videos of over 30 complications and bailout techniques

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