

# 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

# Me How To Write A Report

**Guillaume Favre**



## **Me How To Write A Report:**

**Annual Report of the Board of Missions of the M.E. Church, South** Methodist Episcopal Church, South. Board of Missions,1852     *Letters to the King of Mari* Wolfgang Heimpel,2003-06-30 In this new Mesopotamian Civilizations volume Professor Heimpel collects the corpus of the Mari correspondence and provides an introduction a reconstruction of events during Zimri Lim s reign and English translations of these Mari texts 26 1 26 2 27 and additional texts This volume includes indexes of personal names individuals group designations personnel and places     Letters in the Louvre Veenhof,2005-12-01 This book is the fourteenth volume in the series Altbabylonische Briefe in Umschrift und bersetzung which aims to make the many often dispersed letters from the Old Babylonian period available in transliteration and translation Volume 14 collects 226 Old Babylonian letters from The Louvre After the earlier publication of the letters of TCL 7 by F R Kraus in AbB 4 1968 all other Old Babylonian letters in The Louvre have now been included with the exception of those excavated in 1912 at Kish by H de Genouillac     Annual Report of the Board of Control of the State Reform School, of the State of Michigan Michigan State Reform School. Board of Control,1874     Report of the Committee on Foreign Affairs, on the Memorial of Porter C. Bliss and George F. Masterman, in Relation to Their Imprisonment in Paraguay United States. Congress. House. Committee on Foreign Affairs,1870     Annual Report of the Children's Aid Society Children's Aid Society (New York, N.Y.),1869

**Report of the proceedings before the Court of Session, in the case of M'Iver v. M'Iver** John Morison (advocate.),1859     **Report of the Commission Appointed to Inquire Into the Administration of the Baroda State** Anonymous,2023-10-21 Reprint of the original first published in 1875 The publishing house Anatiposi publishes historical books as reprints Due to their age these books may have missing pages or inferior quality Our aim is to preserve these books and make them available to the public so that they do not get lost     *Official Report of the Debates of the House of Commons* Canada. Parliament. House of Commons,1904     Clay, Robinson & Company's Live Stock Report ,1919

*Special Report of the Select Committee on Communist Aggression* United States. Congress. House. Select Committee on Communist Aggression,1954     First Report of the Alabama Illiteracy Commission : April 2, 1915-Oct. 1, 1916 Alabama. Illiteracy Commission,1916     **Annual Report** Boston (Mass.). Children's Mission to Children,1886     *Report* United States. Congress. House,1953     *Report of the Judicial Commission of Inquiry Into the Causes of and Circumstances Relating to the Recent Rebellion in South Africa [and Minutes of Evidence] December, 1916* South Africa. Rebellion Inquiry Commission,1916     Jamaica. Report of the Jamaica Royal Commission, 1866 Great Britain,1866     **The Warren**

**Commission Report** U.S. Government,President's Commission on the Assassination of President Kennedy,2023-12-13 The Warren Commission Report is an essential anthology that stands as a landmark in 20th century investigative literature offering a comprehensive exploration of one of the most pivotal moments in American history This compilation embodies a vast array of literary styles from forensic analysis to narrative reconstruction emphasizing the complexity and breadth of

perspectives on the assassination of President John F Kennedy Each section of the report unveils profound insights into the event s sociopolitical ramifications achieving a unique blend of narrative depth and factual precision The report s thematic focus on truth justice and the interplay between political forces provides readers with a multifaceted viewpoint into the tragic sequence of events and its subsequent investigation Contributed by some of the most meticulous legal minds of the era the report reflects the collaborative efforts of the President s Commission on the Assassination of President Kennedy The collective backgrounds of these authors span legal expertise governmental authority and investigative journalism aligning with mid 20th century movements for transparency and justice in public affairs Their diverse backgrounds enrich the investigation into Kennedy s assassination offering a comprehensive discourse that mirrors the complex weave of historical cultural and political threads inherent in the topic Readers are invited to engage with The Warren Commission Report to uncover the depths of mid 20th century American politics and its challenges This collection offers a unique educational journey presenting a dialogue that transcends singular narratives and provides a gateway to understanding crucial aspects of governance justice and historical inquiry Its invaluable insights offer academic rigor and an unparalleled breadth of perspective making it an indispensable resource for scholars and enthusiasts of American history alike

**The Warren Commission: Investigation and Final Report** President's Commission on the Assassination of President Kennedy - U.S. Government,2023-12-29 The Warren Commission Investigation and Final Report published by the U S Government represents a defining moment in the historical documentation of American politics This authoritative text meticulously chronicles the investigation into the assassination of President John F Kennedy combining thorough factual analysis with a clear formal narrative style that reflects the earnest effort of a national inquiry The report delves into various facets of the assassination including the circumstances surrounding the event trajectory of the investigation and the conclusions drawn regarding the lone gunman theory In its commitment to transparency and detail it stands as a testament to the complexities of interpreting pivotal moments in history The authorial body the President s Commission was established in the wake of an unprecedented national tragedy Comprised of esteemed figures from diverse backgrounds including Chief Justice Earl Warren the Commission undertook the task of addressing rampant skepticism and conspiracy theories reinforcing the importance of establishing a cohesive narrative during a turbulent era in American history Their motivations stemmed from the need to restore public trust in governmental institutions and to honor the legacy of a fallen leader This report is an essential read for anyone interested in American history political science or the interplay of media and public perception Its rigorous documentation and formal analysis invite readers to engage critically with one of the most scrutinized events in American history making it indispensable for scholars students and history enthusiasts alike In this enriched edition we have carefully created added value for your reading experience A succinct Introduction situates the work s timeless appeal and themes The Synopsis outlines the central plot highlighting key developments without spoiling critical twists A detailed

Historical Context immerses you in the era's events and influences that shaped the writing An Author Biography reveals milestones in the author's life illuminating the personal insights behind the text A thorough Analysis dissects symbols motifs and character arcs to unearth underlying meanings Reflection questions prompt you to engage personally with the work's messages connecting them to modern life Hand-picked Memorable Quotes shine a spotlight on moments of literary brilliance Interactive footnotes clarify unusual references historical allusions and archaic phrases for an effortless more informed read

Sixth Report from the Committee of Secrecy Appointed to Enquire Into the Causes of the War in the Carnatic, and of the Condition of the British Possessions in Those Parts Great Britain. Parliament. House of Commons. Committee of Secrecy Appointed to Enquire into the Causes of the War in the Carnatic, 1782      The Final Warren Commission Report U.S. Government, President's Commission on the Assassination of President Kennedy, 2022-11-13 The Final Warren Commission Report stands as a monumental collection that encapsulates the U.S. Government's exhaustive investigation into the assassination of President John F. Kennedy Bridging the domains of historical inquiry and literary analysis this document traverses a multitude of themes from the intricacies of governmental process to the far-reaching shadows of conspiracy Its comprehensive scope reflects a range of literary styles from starkly factual reportage to intricate legal analysis The anthology's meticulous attention to detail is underscored by standout sections that challenge readers to parse through the complex tapestry of testimony and evidence Contributing the collective expertise of the President's Commission on the Assassination of President Kennedy this compilation benefits from an unparalleled depth of insight Each member of the commission brought distinct expertise and perspective representing a microcosm of American intellectual and investigative capacity of the 1960s The final report acts as a critical product of its time a period characterized by social upheaval and suspicion towards governmental institutions offering a lens through which a major historical event was filtered and interpreted for posterity Readers will find The Final Warren Commission Report an indispensable resource offering an unprecedented opportunity to traverse a multitude of perspectives and styles within an authoritative single volume Whether for its educational importance or for fostering dialogue on historical interpretation the collection invites readers to engage deeply with its narrative and legacy It serves not only as a document of historical record but also as a platform for ongoing discourse challenging readers to reconsider the past and its implications for the present

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