

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 Ro Write A Report

J Spring



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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 , Cambridge Academic Content Dictionary Reference Book with CD-ROM Cambridge University Press,2009 The Cambridge Academic Content Dictionary defines the vocabulary students need to succeed in high school and beyond Entries cover more than 2 000 content area vocabulary items as well as general academic vocabulary and full coverage of everyday words and phrases The CD ROM lets students search for vocabulary by subject area includes audio of all entry words offers word family and frequency information and has a thesaurus and instant lookup feature The CD ROM is compatible with Windows XP Vista and with Mac OSX 10 4 32 bit only

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Sociology is a student centred text that encourages learning by doing Combining sociological theory with research methods and social philosophy in an accessible way it provides an invaluable resource for A level access and first year degree students and teachers *Sixteenth (Twenty-fifth) annual report* St. Louis Mo, board of directors of the publ. sch,1871

Unveiling the Energy of Verbal Art: An Mental Sojourn through **How Ro Write A Report**

In a global inundated with screens and the cacophony of instant communication, the profound energy and mental resonance of verbal artistry often disappear into obscurity, eclipsed by the regular onslaught of noise and distractions. However, set within the lyrical pages of **How Ro Write A Report**, a captivating function of fictional beauty that pulses with natural emotions, lies an remarkable journey waiting to be embarked upon. Penned with a virtuoso wordsmith, that magical opus instructions readers on a mental odyssey, gently exposing the latent potential and profound impact embedded within the elaborate internet of language. Within the heart-wrenching expanse of this evocative examination, we will embark upon an introspective exploration of the book is central styles, dissect its charming writing model, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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