# 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
- Discussion
- Conclusions
- 8. Recommendations
- 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

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John Bowden

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The NAEP 1994 Technical Report Nancy L. Allen, 1997

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Instruction, 1904 How to Design and Report Experiments Andy Field, Graham Hole, 2002-12-20 How to Design and Report Experiments is the perfect textbook and guide to the often bewildering world of experimental design and statistics It provides a complete map of the entire process beginning with how to get ideas about research how to refine your research question and the actual design of the experiment leading on to statistical procedure and assistance with writing up of results While many books look at the fundamentals of doing successful experiments and include good coverage of statistical techniques this book very importantly considers the process in chronological order with specific attention given to effective design in the context of likely methods needed and expected results Without full assessment of these aspects the experience and results may not end up being as positive as one might have hoped Ample coverage is then also provided of statistical data analysis a hazardous journey in itself and the reporting of findings with numerous examples and helpful tips of common downfalls throughout Combining light humour empathy with solid practical guidance to ensure a positive experience overall How to Design and Report Experiments will be essential reading for students in psychology and those in cognate disciplines with an experimental focus or content in research methods courses Reference Tools & Study Skills Sylvia J. Duncan, 1989-09-01 This book promotes the use of reference materials by offering simple guidance to the often baffling subject of how to use reference tools The worksheets can be completed with minimal assistance from the teacher but students will require access to the reference books presented The intriguing subjects on the worksheets were chosen to challenge the imagination and lead to further independent study. The study skills presented here will also help students proceed toward more efficient and productive work habits Report of the Royal Commission Upon the Duties of the Metropolitan Police, Together with Appendices Great Britain. Royal Commission on the Metropolitan Police, 1908

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