

Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

1. TITLE PAGE — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

2. ABSTRACT — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

3. TABLE OF CONTENTS — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

4. INTRODUCTION — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

5. BODY — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

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Lingjun Ying



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Table of Contents Ideas On How To Put A Report Together

1. Understanding the eBook Ideas On How To Put A Report Together
 - The Rise of Digital Reading Ideas On How To Put A Report Together
 - Advantages of eBooks Over Traditional Books
2. Identifying Ideas On How To Put A Report Together
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ideas On How To Put A Report Together
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ideas On How To Put A Report Together
 - Personalized Recommendations
 - Ideas On How To Put A Report Together User Reviews and Ratings
 - Ideas On How To Put A Report Together and Bestseller Lists
5. Accessing Ideas On How To Put A Report Together Free and Paid eBooks

- Ideas On How To Put A Report Together Public Domain eBooks
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 - Ideas On How To Put A Report Together Budget-Friendly Options
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 - Ideas On How To Put A Report Together Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ideas On How To Put A Report Together
 - Highlighting and Note-Taking Ideas On How To Put A Report Together
 - Interactive Elements Ideas On How To Put A Report Together
 8. Staying Engaged with Ideas On How To Put A Report Together
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ideas On How To Put A Report Together
 9. Balancing eBooks and Physical Books Ideas On How To Put A Report Together
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ideas On How To Put A Report Together
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Ideas On How To Put A Report Together
 - Setting Reading Goals Ideas On How To Put A Report Together
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Ideas On How To Put A Report Together
 - Fact-Checking eBook Content of Ideas On How To Put A Report Together
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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