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A report is an informative formal piece of writing. It concerns a particular person, place, situation, plan, etc. It is addressed to one's superior/colleagues, members of a committee, etc. It is written in response to a request or instruction.

Types of reports

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 positive and lor negative features of a person, place,
 plan, etc. They also include your opinion and lor
 recommendation.
- Informative reports present information concerning
 a meeting that has taken place, progress made on
 a project, etc.
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 gathered from door-to-door surveys questionnaires,
 including conclusions drawn from this information
 and suggestions or recommendations.
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Good Practice Report Writing

DJ Losen

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