

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 To Write A Standard Report

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How To Write A Standard Report:

This book delves into How To Write A Standard Report. How To Write A Standard Report is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into How To Write A Standard Report, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to How To Write A Standard Report
 - Chapter 2: Essential Elements of How To Write A Standard Report
 - Chapter 3: How To Write A Standard Report in Everyday Life
 - Chapter 4: How To Write A Standard Report in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of How To Write A Standard Report. This chapter will explore what How To Write A Standard Report is, why How To Write A Standard Report is vital, and how to effectively learn about How To Write A Standard Report.
 3. In chapter 2, the author will delve into the foundational concepts of How To Write A Standard Report. This chapter will elucidate the essential principles that need to be understood to grasp How To Write A Standard Report in its entirety.
 4. In chapter 3, this book will examine the practical applications of How To Write A Standard Report in daily life. This chapter will showcase real-world examples of how How To Write A Standard Report can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of How To Write A Standard Report in specific contexts. This chapter will explore how How To Write A Standard Report is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about How To Write A Standard Report. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of How To Write A Standard Report.

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