FORMAL REPORT FORMATS

FORMAL REPORT USES

Various types of reports are employed in the engineering profession (e.g., memos, status reports, interim reports, final reports), but each category has a fairly standard format. This document presents a more formal report format. The formal report format might be used to report work performed on a long-term project, to present work performed for a client, or to present results for publication in technical journals. An example of a formal report is presented at this Web site (http://www.eng.uwyo.edu/classes/meref/). This example embodies many of the concepts discussed in other Web site Reference Materials. Note, all reports in Mechanical Engineering (ME) classes should be "sent" with a Letter of Transmittal and formal reports should contain an Informative Abstract. These two items are of singular importance because they are common across all professions and used throughout technical written communication. Each requires clarity and brevity, and the Letter of Transmittal is also an exercise in solid, person-toperson communication. The Letter of Transmittal gives a record of what was submitted and gives the recipient concise information on what is contained in the report and what action is required. The Informative Abstract is a concise description of the background, the results, the conclusions, and recommendations of the report. The Informative Abstract is commonly used in research and allows readers to judge the pertinence and value of the report without reading the entire report. Both the Letter of Transmittal and the Informative Abstract should be considered as separate from the formal report, i.e. the formal report should be complete without either of these two components.

Letter of Transmittal

The Letter of Transmittal, in formal block format, sends the report, stating the report title, establishing the purpose of the report, informing or reminding the reader of who authorized the report, why and when the report was requested, what the main subject of the report is, who else contributed to the report, and what you want the reader to do. It is the first item the reader sees; therefore, it is placed before the enclosed report.

Informative Abstract

An Informative Abstract must be a self-contained symopsis of the report which concisely summarizes the objectives, procedure, pertinent results, and the inferred conclusions. The Informative Abstract includes introductory material to give the context of the work, and it is the host item that is written since its emphasis is on the results and conclusions. Students often have difficulty comprehending what constitutes a reasonable Informative Abstract. Some examples are therefore presented in the Informative Abstract Examples section of these guidelines. Often the author is required to provide Keywords that describe the subject matter of the report and are used by search engines. It should be noted that the Title, the Informative Abstract, and Keywords are very important in these days of electronic retrieval of archival materials. Readers of archival material may vary widely in background and be from diverse cultures. Great care should be exercised to make your Informative Abstract as precise, concise, and clear as possible.

FORMAL REPORT GUIDELINES

A formal report contains many of the same elements as the memo report, but includes more of the details as well as additional information. Informative abstracts, appendices and glossaries (Lists of Symbols) are not usually included in memo (short) reports, but are normally included in formal reports.

How To Write Report Example

Yijin Wang

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How to Write Reports: A Guide for Grades 6-9 Randy Larson,1991 How to Write Technical and Scientific Reports Heike Hering,2025-05-01 How to Write Technical and Scientific Reports This textbook introduces all important and necessary knowledge to create written reports or oral presentations about STEM and engineering topics in a professional and efficient manner By showing example structures and right wrong comparisons you will get many practical hints on how to design your own report The examples are mostly derived from works written by the authors and therefore they often deal with mechanical engineering topics There are different sections about frequent mistakes in Technical and Scientific Reports the use of word processors and tools for creating presentations the design of figures and tables as well as the oral presentation of the Technical or Scientific Report also as a short statement In this 3rd edition all texts were revised and updated the sections with references were updated the glossary and index were expanded and Springer Nature SN Flashcards were added to help you to remember the introduced knowledge and to create Technical and Scientific Reports even more efficiently Test your knowledge with questions and answers about the book with Springer Nature Flashcards

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periences These rules are not known well enough among engineers There are many books that give general advice in writing This book is specialised in how to write Technical Reports and addresses not only engineers but also natural sci th tists computer scientists etc It is based on the 6 edition published in 2008 by st Vieweg in German and is now published as 1 edition by Springer in English Both authors of the German edition have long experience in educating en neers at the University of Applied Sciences Hannover They have held many I tures where students had to write reports and took notes about all positive and negative examples that occurred in design reports lab work reports and in theses Prof Dr Lutz Hering has worked for VOLKSWAGEN and DAIMLER and then changed to the University of Applied Sciences Hannover where he worked from 1974 until 2000 He held lectures on Technical Drawing Construction and Design CAD and Materials Science Dr Heike Hering worked nine years as a Technical Writer and was responsible for many CAD manuals in German and English She is now employed at TV NORD Akademie where she is responsible for E Learning projects technical documentation and software training and supervises students who are writing their theses Prof Dr Ing **How to Write a Financial Report** Tage C. Tracy, 2024-10-15 Complete guide to understanding and writing financial reports with clear communication Accompanying the hugely successful How to Read a Financial Report How to Write a Financial Report is your non specialist and jargon simplified guide to the art of writing a financial report and effectively communicating critical financial information and operating results to your target audience This book also covers utilizing different KPIs and types of reports and statements to convey a cohesive quantitative story to everyone reading your report even if they aren t experts in accounting and finance This book pays special attention to the big three financial statements the differences between internal and external financial information reports and confidentiality factors disclosure levels and risk elements when deciding which information to include This book also discusses important elements in financial reports including Providing an expanded understanding of the big three financial statements and how these act as the base food which feeds the financial reporting beast Producing financial reports that keep the audience engaged focused and educated Learning how to speak the base language of accounting and finance Diving deeper into financial stability and operating results by using ratios trends and variance analyzes to improve financial reporting Offering examples of real financial reports for hands on reference and use in the real world With everything readers need to write analyze and communicate financial accounting reports How to Write a Financial Report earns a well deserved spot on the bookshelves of investors lenders business leaders analysts and managers seeking to improve their writing and comprehension skills along with investors seeking to better understand where financial information comes from and how it is presented How to Write it Sandra E. Lamb, 2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail

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