

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.weng.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-to-person 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 synopsis* 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 *last* 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.

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H Kauffman



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How to Write Reports and Proposals Diane Lutovich, Janis Fisher Chan, 1998 *How to Write Reports and Proposals* Patrick Forsyth, 2006 Forsyth provides practical pointers on presenting a proposal clearly and persuasively Using checklists exercises and examples he explains how to make a plan transfer ideas into writing and edit them to achieve best results

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Table of Contents How To Write Report Example

1. Understanding the eBook How To Write Report Example
 - The Rise of Digital Reading How To Write Report Example
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Write Report Example
 - 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 How To Write Report Example
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Write Report Example
 - Personalized Recommendations
 - How To Write Report Example User Reviews and Ratings
 - How To Write Report Example and Bestseller Lists
5. Accessing How To Write Report Example Free and Paid eBooks
 - How To Write Report Example Public Domain eBooks
 - How To Write Report Example eBook Subscription Services
 - How To Write Report Example Budget-Friendly Options
6. Navigating How To Write Report Example eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Write Report Example Compatibility with Devices
 - How To Write Report Example Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Write Report Example
 - Highlighting and Note-Taking How To Write Report Example
 - Interactive Elements How To Write Report Example
8. Staying Engaged with How To Write Report Example

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers How To Write Report Example
- 9. Balancing eBooks and Physical Books How To Write Report Example
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Write Report Example
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Write Report Example
 - Setting Reading Goals How To Write Report Example
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Write Report Example
 - Fact-Checking eBook Content of How To Write Report Example
 - 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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