

FORMAL REPORT WRITING

WRITTEN TO INCREASE YOUR SPEED OF WRITING

**EDITED BY AN EDUCATED TEAM, WHO ALSO HAVE PRACTICAL
BUSINESS EXPERIENCE**

**PAST RECORD HAS PROVEN THIS PAPER ENHANCES
ACADEMIC ABILITY**

INTRODUCTION

The aim of this paper is to provide instruction on the best way to write a Formal Report.

It has been taken into account that the writer is a complete novice. Written assistance has been provided on that basis.

The points below have been taken from a model whose aim is to provide a working way of Report writing in the field.

FINDINGS

This unit should be studied after 'Informal Report Writing'. However, 'Formal Report Writing' ensures that more angles are sought, and so as a consequence the Formal Report is more detailed and longer.

Be aware of the purpose of the report. A reports objectives are:

- To provide information
- To analyse facts
- To put forward ideas
- To recommend a course of action

Formal Report Writing In Australia

H Kauffman



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