

Writing Effective Reports

A. What are Reports?

Reports are documents which both **give** a reader **information** and ask the reader to **do something** with that information. Reports can be used:

- to suggest new ideas and options;
- to ask people to accept a point of view;
- to influence decisions;
- to ask people to make choices between alternative recommendations

Therefore a well structured and well written report can be a very influential document.

A report will usually follow a simple format which can be identified over and over again as you look through the reports written by academics, agencies or individuals. One of the key issues is to carefully provide signposts' for the reader throughout the report. Use headings, sub headings, bullet points (but remember to use full sentences rather than notes here) and new paragraphs for new topics.

The format may be influenced by the purpose and length of the report. There are nine identifiable sections in most reports, although a contents list and abstract are usually only used with a long report.

- 1 Title or title page
- 2 Contents list
- 3 Abstract
- 4 Introduction
- 5 Discussion
- 6 Conclusions
- 7 Summary
- 8 Recommendations
- 9 Appendices (and don't forget the reference list when writing an academic report)

B. The Format of a Report

1. Title or title page

It helps the reader to know what the report is about to have a title and sometimes a brief explanation of the purpose of the report. In a longer report you can have a short title and a long, more descriptive title. You should also identify the audience for the report, who has written it (the authors) and when it was written (the date).

Good Report Examples

KJ Lindholm-Leary



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Helping Students Write the Best Research Reports Ever Lois Laase, Joan Clemmons, 1998 Easy mini lessons strategies and creative formats to make research manageable and fun

How to Write Psychology Research Reports & Essays Bruce Findlay, 2014-09-01 How to Write Psychology Research Reports and Essays 7e is endorsed by the Australian Psychological Society and is a useful reference to the strict guidelines required by the APS and the APA American Psychological Association styles A student who grasps these concepts and learns the conventions will have a sound basis for presenting research in a professional manner and writing well argued essays so that the later step of writing for publication should be an easier one to take

Strategic Writing for UX Torrey Podmajersky, 2025-07-29 When you depend on users to perform specific actions like buying tickets playing a game or riding public transit well placed words are most effective But how do you choose the right words And how do you know if they work With this practical book you ll learn how to write strategically for UX using tools to build foundational pieces for UI text and UX voice strategy This second edition by Torrey Podmajersky is an essential resource thoroughly updated to incorporate the latest in collaborative tools and considerations for AI generated UX content It reflects significant advancements in the field of content design updating every chapter with the latest UX methods and styles Understand the integration of UX content with the software development lifecycle Learn content first design to anchor UX text in meaningful dialogue Apply UX text patterns effectively across varied brand voices Enhance product usability and conversion with strategic UI text applications Clearly articulate the business value of dedicated UX content efforts

Study Skills for Psychology Richard Freeman, Antony Stone, 2006-05-18 For anyone starting a degree this is a useful concise guide to what s in store throughout the first year and beyond The Psychologist Study Skills for Psychology has been shaped around a typical Psychology student s journey Beginning with an overview of the nature of the degree and advice about what needs to be sorted out in the first few weeks of the course this book tackles how to get the most from your lectures exam preparation and project development right through to contemplating and investigating future career options This highly accessible guide is designed to help you meet the challenges and reap the rewards of your degree by introducing a range of study skills and providing you with ways to practice those skills This book should accompany you throughout your degree course as a resource that you can use whenever you need help Key features of Study Skills for Psychology include Learning outcomes at the beginning of each chapter to highlight key areas Text boxes throughout to reaffirm understanding Numerous examples and illustrations Exercises and learning aids to enable practice of important skills A structure based around the PDP Personal Development Planning model providing a framework through which you can understand what and how you learn enabling you to plan review and take responsibility for your own learning performance and achievements An essential companion for any student Study Skills for Psychology will give you the skills to enjoy your time studying for and succeeding in your Psychology degree SAGE Study Skills are essential study guides for students of all levels From how to write great

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Personality Assessment Robert P. Archer, Steven R. Smith, 2011-05-20 Personality Assessment provides an overview of the most popular self report and performance based personality assessment instruments Designed with graduate level clinical and counseling psychology programs in mind the book serves as an instructional text for courses in objective or projective personality assessment It provides coverage of eight of the most popular assessment instruments used in the United States from authors key in creating or developing the research base for these test instruments The uniquely informed perspective of these leading researchers as well as chapters on clinical interviewing test feedback and integrating test results into a comprehensive report will offer students and clinicians a level of depth and complexity not available in other texts

Professional Investigative Report Writing, Contracts and Forms Douglas Crewse, 2002

Essentials of Psychological Assessment Supervision A. Jordan Wright, 2019-09-23 The only pocket size reference on supervising psychological testing and assessment In 2014 the American Psychological Association APA adopted a set of guidelines for clinical supervision for health service psychology While technically covered by these guidelines supervising clinical psychological assessment includes additional tasks such as ensuring accurate administration scoring and interpretation of tests and tensions Supervisors must often instruct supervisees on the data integration process which can involve more direct teaching than standard clinical supervision while encompassing the same interpersonal therapeutic and less structured guiding aspects as psychotherapy supervision It is increasingly common to view clinical supervision in the assessment process and supervision of psychotherapy as two significantly different tasks Surprisingly there is very little training and guidance available on appropriate effective and beneficial methods of psychological assessment supervision Essentials of Psychological Assessment Supervision seeks to remedy the lack of literature in this area offering guidance on supervising psychological testing and assessment This much needed guide provides supervisors with authoritative up to date information on guidelines relevant to assessment supervision Additionally detailed coverage of supervision of cognitive personality emotional psychoeducational neuropsychological forensic and therapeutic assessments among others provide supervisors with guidance and structure in the supervision process Focusing on practical application this book offers guidance on topics such as assessment models appropriate in different areas of assessment diversity issues evaluation and feedback of supervisee performance and ethical legal and regulatory considerations relevant in each assessment context An invaluable resource for practitioners this book Offers practical advice on supervising a wide range of clinical psychological assessments Includes contributions from experts in their respective subfields Provides guidance on incorporating new American Psychological Association APA and Society for Personality Assessment SPA guidelines into the supervision process Fills an urgent need for an up to date reference on assessment supervision Essentials of Psychological Assessment Supervision is a

must have reference for both psychology practitioners who supervise the assessment process and instructors of psychological testing and assessment **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 Technical Research Report , 1955 **Reports and awards** U. S. Centennial Commission, 1880

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