

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 Report Of An

Richard Bailey



How To Write A Report Of An:

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

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to How To Write A Report Of An
- Chapter 2: Essential Elements of How To Write A Report Of An
- Chapter 3: How To Write A Report Of An in Everyday Life
- Chapter 4: How To Write A Report Of An in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of How To Write A Report Of An. The first chapter will explore what How To Write A Report Of An is, why How To Write A Report Of An is vital, and how to effectively learn about How To Write A Report Of An.
3. In chapter 2, the author will delve into the foundational concepts of How To Write A Report Of An. This chapter will elucidate the essential principles that must be understood to grasp How To Write A Report Of An in its entirety.
4. In chapter 3, the author will examine the practical applications of How To Write A Report Of An in daily life. This chapter will showcase real-world examples of how How To Write A Report Of An can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of How To Write A Report Of An in specific contexts. This chapter will explore how How To Write A Report Of An is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about How To Write A Report Of An. The final chapter will summarize the key points that have been discussed throughout the book.

The 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 Report Of An.

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