

Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

1. TITLE PAGE — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

2. ABSTRACT — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading ABSTRACT in capitals. It is usually written in a single paragraph with no indentation.

3. TABLE OF CONTENTS — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

4. INTRODUCTION — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

5. BODY — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

6. CONCLUSION — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.

Examples Of A Formal Report

Sandra E. Lamb



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The Elements of Academic Research Richard H. McCuen,1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool

Business and Professional Writing: A Basic Guide - Second Edition Paul MacRae,2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout

Business and Professional Writing: A Basic Guide, Third Canadian Edition Paul MacRae,Joel Hawkes,Laura Fanning,2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout

Business and Professional Writing: A Basic Guide - Second Canadian Edition Paul MacRae,2019-05-13 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout

Writing Reports to Get Results Ron S. Blicq,Lisa A. Moretto,2004-04-05 The professional s quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial

handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team

The Communication Handbook Sandra Cleary, Juta Academic, 2004-04-28 A step by step guide to acquiring effective communication skills this book is written against the background of the growing need for students and professionals to become ever more entrepreneurial The text focuses on how to become a better speaker listener reader and writer All forms of writing are addressed from business letters reports and faxes to e mails academic writing and referencing This new edition covers short messages and grammar using relevant examples and illustrations drawn from familiar situations and diverse cultural backgrounds Accessible to both first and second language speakers it uses in text citations and references that teach correct referencing conventions and gives readers the skills and knowledge to explore the topic further on their own

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

Managerial Communication Geraldine E. Hynes, Jennifer R. Veltsos, 2018-01-20 A Practical Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today s workplace Known for its holistic overview of communication solid research base and focus on managerial competencies this text continues to be the market leader in the field In the Seventh Edition author Geraldine E Hynes and new co author Jennifer R Veltsos preserve the book s strategic perspective and include new updates to reflect the modern workplace The new edition adds a chapter on visual communication that explains how to design documents memorable presentations and impactful graphics New coverage of virtual teams virtual presentations and online communication help students avoid common pitfalls when using technology

Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial

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the Curriculum in the Smaller Primary School Mick Waters, 2003-10-04 Specifically designed for busy teachers who have responsibility for co ordinating a subject area within their primary school Each volume in the series conforms to a concise style while providing a wealth of tips case studies and photocopiable material that teachers can use immediately subject they are called on to co ordinate these books provide guidance and examples to tackle the job There are special volumes dedicated to dealing with OFSTED creating whole school policy and the demands of co ordinating several subjects within a small school The entire set of 16 volumes is available for 185

Action Research Ernest T. Stringer, Alfredo Ortiz Aragón, 2020-08-26 Action Research is an invaluable guide to both novice and experienced researchers from a diversity of disciplines backgrounds and levels of study for understanding how action research works in real life contexts The Fifth Edition builds on the experiences of the authors by acknowledging the dramatic changes taking place in our everyday lives including developments of social and digital media that have become central to modern life Author Ernest T Stringer and new co author Alfredo Ortiz Aragón aim to provide a meaningful methodology arising from their extensive field experience for both students and practitioners Presenting research that produces practical effective and sustainable outcomes to real world problems Action Research helps students see the value of their research in a broader context beyond academia to effecting change on a larger scale Additional resources can be found at the authors website

Laboratory Exercises for Freshwater Ecology John E. Havel, 2016-03-17 Limnology stream ecology and wetland ecology all share an interdisciplinary perspective of inland aquatic habitats Scientists working in these fields explore the roles of geographic position physical and chemical properties and the other biota on the different kinds of plants and animals living in freshwaters How do these creatures interact with each other and with their physical environment In what ways have humans impacted aquatic habitats By what methods do freshwater ecologists study these environments With this new laboratory manual Havel provides a variety of accessible hands on exercises to illuminate key concepts in freshwater ecology These exercises include a mixture of field trips indoor laboratory exercises and experiments with some portions involving qualitative observations and others more quantitative With the help of this manual students will develop an appreciation for careful techniques used in the laboratory and in the field as well as an understanding of how to collect accurate field notes keep a well organized lab notebook and write clear scientific reports

FM 2009: Formal Methods Ana Cavalcanti, Dennis Dams, 2009-11-04 th FM 2009 the 16 International Symposium on Formal Methods marked the 10th anniversary of the First World Congress on Formal Methods that was held in 1999 in Toulouse France We wished to celebrate this by advertising and organizing FM 2009 as the Second World Congress in the FM series aiming to once again bring together the formal methods communities from all over the world The statistics displayed in the table on the next page include the number of countries represented by the Programme Committee members as well as of the authors of submitted and accepted papers Novel this year was a special track on tools and industrial applications Submissions of papers on these topics were especially encouraged but not given any special

treatment It was just as hard to get a special track paper accepted as any other paper What we did promote however was a discussion of how originality contribution and soundness should be judged for these papers The following questions were used by our Programme Committee *Marketing Your Library's Electronic Resources* Marie R. Kennedy, Cheryl LaGuardia, 2017-10-05 When front line librarians improve awareness of under utilized resources thereby increasing demand for more of the same it can also encourage increased funding for the library This book's flexible step by step layout makes it an ideal resource for a wide range of learning styles institutional environments and levels of marketing experience

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