

Reports may take a variety of forms. The structure and the language used will depend on the report's purpose, the needs and background knowledge of the reader(s), and the content. Businesses may request a report when there is a problem to be solved, or when information is required. Where information is requested, this should be presented in a clear, orderly, succinct manner. Your language needs to be persuasive, yet objective and evidence must be provided to support all claims. As reports can be formal or informal, take care to read instructions carefully to ensure that you understand the expectations for a particular assignment.

Emerson (1995, p. 28) identifies two main formats for business reports: deductive (where the content is not controversial, or the reader is very busy) and inductive (where material is controversial and the reader needs to read the Discussion before being presented with the Conclusions and Recommendations). Regardless of which format is used, all reports should be presented professionally; each section should be on a separate page and numbered in a consistent style.

## Structuring a business report

Business reports usually contain most of the following sections:

### Covering Letter/Memo

A covering letter is used if the report is for reader(s) from outside the business. A memo is used for internal reports. The letter/memo identifies the purpose and scope of the report, the person who requested the report and the date it was requested. It also provides the chance to acknowledge any help received in writing the report.

### Title Page

The title indicates the topic of the report. Make this as specific and brief as possible to give readers a clear idea of the report's content. The author's name, the name of the target reader(s), and the date the report was completed should also be provided.

### Abstract/Executive Summary

The Abstract/Executive Summary sets out the aims of the report and briefly summarises the main content, Conclusions and any Recommendations. It should only be about 50-100 words.

### Table of Contents

The Contents page shows clearly how the report is organised and helps make the information accessible to the reader. The various sections and sub-sections are titled and numbered, and the page number on which each section begins is given. Depending on the length of the report and your course requirements, you may also need a list of figures and a list of tables.

# Examples Of Report Structure

**Robert Lichtenstein, Bruce Ecker**



## Examples Of Report Structure:

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Professional Report Writing Simon Mort, 1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort's book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind

**The Forensic Psychologist's Report Writing Guide** Sarah Brown, Erica Bowen, David Prescott, 2017-05-08 The Forensic Psychologist's Reporting Writing Guide is the first book to provide both student trainees and practitioners with best practice guidance for one of the core skills of their role Written and edited by an international range of experts from the UK North America and Australasia it provides clear advice on a range of assessments from psychometric tests to personality functioning and includes real life examples to illustrate key points Uniquely the book also offers guidance on the range of different client groups that forensic psychologists work with across both civil and legal contexts including juveniles female clients couples and those with cognitive impairments From core principles to writing style to key issues each chapter also includes a checklist of advice and further reading Comprehensive and practical The Forensic Psychologist's Reporting Writing Guide is a user friendly companion to this critical and often overlooked skill and will be essential reading for both neophyte and experienced forensic psychologists alike

**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

**Technical Report** Aeronautical Research Council (Great Britain), 1924 Includes its Reports which are also issued separately

**Report Writing for Criminal Justice Professionals** Larry S. Miller, John T. Whitehead, 2014-10-13 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50–75% of their time writing administrative and research reports Report Writing for Criminal

Justice Professionals Fifth Edition provides practical guidance with specific writing samples and guidelines for providing strong reports Much of the legal process depends on careful documentation and the crucial information that lies within but most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition is updated to include timely information including extensive coverage of digital reporting updates on legal issues and privacy rights and expanded coverage of forensics and scientific reporting

Targeting Text Katrina Wood,Sue Stubbs,2000      VSAM Demystified Mary Lovelace,Jose Dovidauskas,Alvaro Salla,Valeria Sokal,IBM Redbooks,2022-08-24 Virtual Storage Access Method VSAM is one of the access methods used to process data Many of us have used VSAM and work with VSAM data sets daily but exactly how it works and why we use it instead of another access method is a mystery This book helps to demystify VSAM and gives you the information necessary to understand evaluate and use VSAM properly This book also builds upon the subject of Record Level Sharing and DFSMStvs It clarifies VSAM functions for application programmers who work with VSAM The practical straightforward approach should dispel much of the complexity associated with VSAM Wherever possible an example is used to reinforce a description of a VSAM function This IBM Redbooks publication is intended as a supplement to existing product manuals It is intended to be used as an initial point of reference for VSAM functions      *The SAS Programmer's PROC REPORT Handbook: Basic to Advanced Reporting Techniques* Jane Eslinger,2016-03-23 Whether you work in banking finance pharmaceuticals the health and life sciences or government this unique book is intended for programmers of all skill levels and will help you harness all the power and capability of PROC REPORT      **The Writing Classroom** Janet Evans,2013-07-04 This book brings together a collection of essays on the teaching of writing It is a companion to Prue Goodwin s *The Literate Classroom* and *The Articulate Classroom* and aims to augment our existing knowledge about the teaching and learning of writing stimulate thought and provoke discussion about writing offer a blend of theory and practice give food for thought and ideas for teaching writing to primary age children The topic of writing is one which is under the spotlight with increasing regularity as politicians and policy makers move on from reading as an issue This has already happened in England where the National Literacy Strategy is urging more emphasis on the teaching of writing to remedy weaknesses in this area      **High-Impact Assessment Reports for Children and Adolescents** Robert Lichtenstein,Bruce Ecker,2019-01-07 Assessment provides rich opportunities for understanding the needs of children and adolescents yet reports are often hard for parents teachers and other consumers to comprehend and utilize This book provides step by step guidelines for creating psychoeducational and psychological reports that communicate findings clearly promote collaboration and maximize impact Effective practices for written and oral reporting are presented including what assessment data to emphasize how to organize reports and convey

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reports in Pentaho We assume some knowledge of the SQL language and database systems

**Planning and Organizing Personal and Professional Development** Chris Sangster,2017-07-05 Chris Sangster s book is a practical step by step guide to personal and professional development that covers the strategy techniques and philosophy behind the process Lifelong learning the shift from trainer centred delivery to learner centred development and the opportunities provided by new technologies place considerable onus on individuals to take responsibility for their own learning This guide will help trainers and facilitators to enable learners to do just that There are at least three different participants involved in any meaningful and sustainable process of personal development at work the learner his or her line manager and mentor s and the training or development support function Chris Sangster provides a route map for each of these three roles He offers a simple compelling triangular model to illustrate the interaction of each and places particular emphasis on learning outcomes as opposed to inputs focusing attention and objective measurement on learning that manifests itself through application achievement and changes in behaviour Whether you are looking for a complete and holistic process for developing your people or a highly readable guide to unravelling the myths of development such as the confusion between personal and professional development this book has it all

**Report 32: Probabilistic Assessment of Existing Structures - A publication for the Joint Committee on Structural Safety (JCSS)** Dimitris Diamantidis,2001

**Technical Report of the Aeronautical Research Committee for the Year ...** ,1924

**Business and Professional Communication** Curtis Newbold,Jessie Lynn Richards,2025-01-07 Business and Professional Communication A Human Centered Approach First Edition prepares students to succeed in today s workplace defined by changing technology a diversifying workforce and an increase in remote and hybrid work Authors Curtis Newbold and Jessie Lynn Richards help students see that business communication is more than just a series of documents meetings and presentations it s a human centered process that requires a holistic understanding of communication across modes and contexts With accessibility and inclusion leading the way Business and Professional Communication encourages students to be more conscientious purposeful and ethical in the way they communicate at work and beyond

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