

# 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

**Nel Yomtov**



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*Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports* , **How to Write a Report** Cecilia Minden, Kate Roth, 2011-08-01 Learn how to research a subject and give a detailed report on the information you discovered **How to Write a Research Report** Kathleen Christopher Null, 1998 Students will learn what a research report is and receive writing prompts to warm up their writing muscles They will investigate reference books and other resources and then choose a topic They will ask important questions Who What When Where Why and How [How to Write a Simple Report, Grades 1-3](#) Jennifer Overend Prior, 1999-06 Gives students an organized responsible and accountable way to do book report writing so that they will be encouraged and stimulated to develop an enjoyment of reading *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 [How to Write a Research Report, Grades 6-8](#) Mari Lu Robbins, 1999-10 Students will learn what a research report is and receive writing prompts to warm up their writing muscles They will investigate reference books and other resources and then choose a topic They will ask important questions Who What When Where Why and How *How to Write a Lab Report* Nel Yomtov, 2013-08-01 This book teaches readers how to plan and write lab reports They will discover how to use the scientific method to perform experiments how to collect and organize data and how to present their findings in a clear and compelling way using temporal words and descriptive language appropriate to the task A variety of exciting activities provide hints and tips along the way to help students introduce a topic write using precise language incorporate facts and details and draw evidence from their data

**Sap: How to Write a Report Functional Specification** Linda R. Timms, 2012-05-22 Author Linda Timms goes beyond the standard consulting guide to bring you constructive reliable advice for delivering effective complete professional functional specs on time Filled with plain English real world examples hints and tips SAP How to Write a Report Functional Specification provides the secrets you need to make a daunting task achievable Whether you are a SAP project team member seconded from the business unsure where to start with documenting business requirements a support analyst dealing with change requests and new requirements an offshore analyst consultant wanting to up your game get recognition for top quality work and stand out from the crowd anyone fresh out of a SAP academy or training course wanting to transition smoothly into a valuable project team member a graduate with one of the big management consulting firms wanting focussed reliable advice to help build your consulting career a junior consultant wanting to make a name for yourself as a professional productive good SAP resource an experienced consultant wanting to refresh your knowledge and maybe kick some bad habits a business analyst looking to move into the SAP arena a manager or team lead tasked with reviewing and signing off functional specs a project manager wanting to bring in best practices a technical analyst wanting to understand the

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material to supplement your present writing program or for independent student work Also included is a detailed implementation guide student assessment rubric word puzzles and comprehension quiz The six color graphic organizers will assist the introduction of the skill focus and in guiding your students through their successful writing process All of our content meets the Common Core State Standards and are written to Bloom s Taxonomy      *How to Write a Book Report: Before You Write Your Book Report* Brenda Rollins,2013-12-01 This is the chapter slice Before You Write Your Book Report from the full lesson plan How to Write a Book Report Do your students groan in despair when book reports are assigned Our workbook provides opportunities for students to use graphic organizers during the prewriting process and offers clear and concise instruction in the drafting and revision phases The learning objectives contained are based on Bloom s Taxonomy and provide instruction in the correct form and mechanics of all book reports You can use this material to supplement your present writing program or for independent student work Also included is a detailed implementation guide student assessment rubric word puzzles and comprehension quiz The six color graphic organizers will assist the introduction of the skill focus and in guiding your students through their successful writing process All of our content meets the Common Core State Standards and are written to Bloom s Taxonomy      **How to Write a Book Report: Proofreading Practice** Brenda Rollins,2014-01-01 This is the chapter slice Proofreading Practice from the full lesson plan How to Write a Book Report Do your students groan in despair when book reports are assigned Our workbook provides opportunities for students to use graphic organizers during the prewriting process and offers clear and concise instruction in the drafting and revision phases The learning objectives contained are based on Bloom s Taxonomy and provide instruction in the correct form and mechanics of all book reports You can use this material to supplement your present writing program or for independent student work Also included is a detailed implementation guide student assessment rubric word puzzles and comprehension quiz The six color graphic organizers will assist the introduction of the skill focus and in guiding your students through their successful writing process All of our content meets the Common Core State Standards and are written to Bloom s Taxonomy      **How to Write a Book Report: Oral Book Reports** Brenda Rollins,2014-01-01 This is the chapter slice Oral Book Reports from the full lesson plan How to Write a Book Report Do your students groan in despair when book reports are assigned Our workbook provides opportunities for students to use graphic organizers during the prewriting process and offers clear and concise instruction in the drafting and revision phases The learning objectives contained are based on Bloom s Taxonomy and provide instruction in the correct form and mechanics of all book reports You can use this material to supplement your present writing program or for independent student work Also included is a detailed implementation guide student assessment rubric word puzzles and comprehension quiz The six color graphic organizers will assist the introduction of the skill focus and in guiding your students through their successful writing process All of our content meets the Common Core State Standards and are written to Bloom s Taxonomy      **How to Write a Book Report: Review to Remember** Brenda

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