## 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

#### 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).

# **How To Write A Report Samples**

**K Morrison** 

**How To Write A Report Samples:** 

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

- 1. The book is structured into several chapters, namely:
  - Chapter 1: Introduction to How To Write A Report Samples
  - Chapter 2: Essential Elements of How To Write A Report Samples
  - Chapter 3: How To Write A Report Samples in Everyday Life
  - Chapter 4: How To Write A Report Samples in Specific Contexts
  - ∘ Chapter 5: Conclusion
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- 4. In chapter 3, the author will examine the practical applications of How To Write A Report Samples in daily life. This chapter will showcase real-world examples of how How To Write A Report Samples can be effectively utilized in everyday scenarios.
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