

# 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 Report Example

**Diane Lutovich, Janis Fisher Chan**



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the qq engine is a 1 3 l 1 295 cc 1 5 l 1 497 cc 1 6 l 1 597 cc and 1 8 l 1 769 cc straight 4 piston engine from nissan it is a lean burn aluminum dohc 4 valve design with

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the 1 8 l 1 769 cc qq18de was designed for nissan by aichi machine industry japan it is manufactured both in japan and the mexican city of aguascalientes bore and stroke is 80 mm 88 mm 3 15 in 3 46 in the engine is tuned to achieve most of its torque at low revs at the expense of raw power at high revs making the engine very responsive in day to day driving it has a cast iron engine block aluminum dohc cylinder head uses multi port fuel injection forge

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