

# 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 Structure

**VM Jensen**



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## **Table of Contents How To Write A Report Structure**

1. Understanding the eBook How To Write A Report Structure
  - The Rise of Digital Reading How To Write A Report Structure
  - Advantages of eBooks Over Traditional Books
2. Identifying How To Write A Report Structure
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an How To Write A Report Structure
  - User-Friendly Interface
4. Exploring eBook Recommendations from How To Write A Report Structure
  - Personalized Recommendations
  - How To Write A Report Structure User Reviews and Ratings
  - How To Write A Report Structure and Bestseller Lists
5. Accessing How To Write A Report Structure Free and Paid eBooks
  - How To Write A Report Structure Public Domain eBooks
  - How To Write A Report Structure eBook Subscription Services
  - How To Write A Report Structure Budget-Friendly Options

6. Navigating How To Write A Report Structure eBook Formats
  - ePub, PDF, MOBI, and More
  - How To Write A Report Structure Compatibility with Devices
  - How To Write A Report Structure Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of How To Write A Report Structure
  - Highlighting and Note-Taking How To Write A Report Structure
  - Interactive Elements How To Write A Report Structure
8. Staying Engaged with How To Write A Report Structure
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers How To Write A Report Structure
9. Balancing eBooks and Physical Books How To Write A Report Structure
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection How To Write A Report Structure
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine How To Write A Report Structure
  - Setting Reading Goals How To Write A Report Structure
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of How To Write A Report Structure
  - Fact-Checking eBook Content of How To Write A Report Structure
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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