

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 Standard Report

R Pring



How To Write A Standard Report:

Whispering the Strategies of Language: An Mental Journey through **How To Write A Standard Report**

In a digitally-driven earth wherever displays reign great and immediate transmission drowns out the subtleties of language, the profound strategies and emotional subtleties hidden within words frequently go unheard. Yet, set within the pages of **How To Write A Standard Report** a interesting literary prize sporting with raw feelings, lies an extraordinary journey waiting to be undertaken. Composed by a talented wordsmith, this marvelous opus invites readers on an introspective trip, softly unraveling the veiled truths and profound affect resonating within the very fabric of each and every word. Within the mental depths of the poignant review, we can embark upon a honest exploration of the book is core subjects, dissect their captivating writing model, and fail to the strong resonance it evokes serious within the recesses of readers hearts.

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