

# 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

# Goals Formal Report Writing

**J Elliott**



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web it may also be disassembled for ease of storage history the savage model 24 was actually introduced by stevens arms as the model 22 410 in 1938 notes 1 during world war ii the united states army air corps purchased some 15 000 model 22 410s for use as survival guns 1

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web jan 14 2017 savage 24s in this case the s stood for side lever barrel release joined barrels the entire length lack of center tang in the rear of receiver models include 24s 24s a 24s b not sure at this point it exists but follows logically in

sequence so i include it 24s c 24s d 24s e

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behind the stock i think i need to remove those 3 drift pins but for the life of me they won t

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be like if i weren't who i am but chancellor 1 emperor king or queen i think to myself i can do anything kohl 2 can just as well  
i'd listen to vivaldi 3 day in day out i'd get around travel to the usa

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ich nicht der wäre der ich bin sondern kanzler kaiser könig oder

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germany verse 3 the socks and the cars wouldn't be allowed to stink

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