

How to write a short Formal Report

1 Title

Includes:-

- The title of the report
- The name of the person or organisation that the report has been written for
- The name of the person or organisation who wrote the report
- The date of the report

2 Terms of reference

Includes:-

- What the report is about
- Why it is being written
- Who it is being written for

3 Procedure

This section tells the reader how the information for the report was gathered

Includes:-

- Surveys
- Interviews
- Documents read
- Observations
- Questionnaires

Informal Report Format Example

JL Elias



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