

## Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

**1. TITLE PAGE** — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

**2. ABSTRACT** — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

**3. TABLE OF CONTENTS** — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

**4. INTRODUCTION** — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

**5. BODY** — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

**6. CONCLUSION** — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.

**7. RECOMMENDATIONS** — The Recommendations should follow naturally from the conclusions. They should be offered in descending order of importance and may be in point form when several recommendations are being made.

**8. REFERENCES** — The list of References is an accurate listing, in strict alphabetical order, of all the sources referred to.

# Sample Format Of Report Writing

**Raffaela Di Napoli**



## **Sample Format Of Report Writing:**

This book delves into Sample Format Of Report Writing. Sample Format Of Report Writing is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Format Of Report Writing, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to Sample Format Of Report Writing
    - Chapter 2: Essential Elements of Sample Format Of Report Writing
    - Chapter 3: Sample Format Of Report Writing in Everyday Life
    - Chapter 4: Sample Format Of Report Writing in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Sample Format Of Report Writing. The first chapter will explore what Sample Format Of Report Writing is, why Sample Format Of Report Writing is vital, and how to effectively learn about Sample Format Of Report Writing.
  3. In chapter 2, the author will delve into the foundational concepts of Sample Format Of Report Writing. This chapter will elucidate the essential principles that need to be understood to grasp Sample Format Of Report Writing in its entirety.
  4. In chapter 3, this book will examine the practical applications of Sample Format Of Report Writing in daily life. This chapter will showcase real-world examples of how Sample Format Of Report Writing can be effectively utilized in everyday scenarios.
  5. In chapter 4, the author will scrutinize the relevance of Sample Format Of Report Writing in specific contexts. The fourth chapter will explore how Sample Format Of Report Writing is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, this book will draw a conclusion about Sample Format Of Report Writing. This chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Format Of Report Writing.

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### Sample Format Of Report Writing Introduction

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