

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.

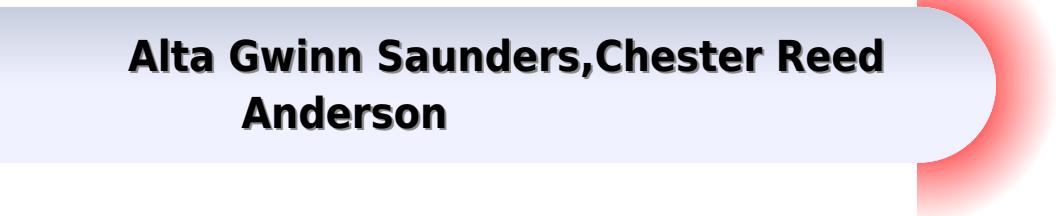
1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The 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.

Outline For Formal Report

**Alta Gwinn Saunders, Chester Reed
Anderson**



Outline For Formal Report:

Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc *Planning and Organizing Business Reports* Dorinda Clippinger, 2016-07-08 This book emphasizes the importance of planning reports to ensure they do what you the writer or presenter want them to do Inside the reader will discover useful information to make reports more effective including the steps involved to plan written and oral report presentations for individuals as well as teams models for ethical reporting exclusive tips for preparing webinars well thought out steps for preparing a research proposal and so much more Numerous examples helpful illustrations and a concise writing style let you acquire vital information rapidly and each chapter ends with a convenient checklist In *Planning and Organizing Business Reports* you have a how to guide for the various types of reports you will need to generate throughout your career

The Elements of Academic Research Richard H. McCuen, 1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool Reporting Technical Information Kenneth W. Houpp, Thomas E. Pearsall, 1984 **Fundamentals of Civil Engineering** Richard H. McCuen, Edna Z. Ezzell, Melanie K. Wong, 2011-02-22 While the ASCE Body of Knowledge BOK2 is the codified source for all technical and non technical information necessary for those seeking to attain licensure in civil engineering recent graduates have notoriously been lacking in the non technical aspects even as they excel in the technical Fundamentals of Civil Engineering An Introduction to the **Writing that Works with 2009 MLA and 2010 APA Updates** Walter E. Oliu, Charles T. Brusaw, Gerald J. Alred, 2010-06-04 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Combining clear advice on the writing process and almost 250 model documents from real workplace settings *Writing That Works* sets the standard for business writing books It reflects today s electronic workflow addresses the most current types of business documents in print and online and provides practical informative guidelines on designing documents considering audience and purpose and using digital technology in the workplace The free companion Web site supports and expands upon the information in every chapter and offers tutorials additional model documents expanded Digital Tips and much more **Effective Writing in the Public Sector** John W. Swain, Kathleen

Dolan Swain,2015-01-28 Intended for both students and practitioners in public administration who want to communicate more effectively with a variety of audiences this book offers clear easy to understand guidelines on how to write more clearly concisely and coherently as well as correctly It covers the basics of good English and applies those basics to general forms such as memos letters and e mails and more specific forms such as newsletters proposals budget justifications and rules used in the public sector

Action Research Jeffrey Glanz,2014-06-04 Action Research An Educational Leader s Guide to School Improvement Third Edition is a clear and practical guide to conducting action research in schools Although it offers neither a cookbook nor a quick fix approach this book does outline the process of designing and reporting an action research project Useful as a classroom text as well as a self teaching tool Action Research An Educational Leader s Guide to School Improvement is a comprehensive training manual It can be used by practitioners in the field by graduate students enrolled in leadership and or master s thesis courses or by anyone interested in learning how to conduct action research projects including classroom teachers who are leaders too in their own right The strategies and techniques of action research described are no different for teachers than they are for administrators The underlying assumption of this work is that research is not a domain only for academics it is also a powerful approach that can be used by practitioners to contribute to school renewal and instructional improvement Rather than being merely a philosophical treatise or theoretical analysis Action Research provides concrete strategies and techniques for conducting action research in schools

Dynamic Communication for Engineers Richard H. McCuen,Peggy A. Johnson,Cynthia Davis,1993-01-01 Communications skills are essential to all professional practices but often it is a skill for which most engineers are least prepared The authors provide a hands on approach on communicating more effectively in the workplace This comprehensive guidebook tailors instructions to the special needs of engineers as real world examples illustrate a variety of communication situations Topics include procrastination technical writing style communicating technical data and statistics ethical considerations technical reports oral communication graphics and visual aids business correspondence r sum s job interviews and nonverbal communication Undergraduate and graduate students as well as professionals just entering the work force will find this book an easy to read and concise handbook for mastering the fundamemtqals of professional and technical communication

The Business Communication Handbook Judith Dwyer,Nicole Hopwood,2019-07-18 The Business Communication Handbook 11e helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration the text is divided into five sections Communication foundations in the digital era Communication in the workplace Communication with customers Communication through documents Communication across the organisation Highlighting communication as a core employability skill the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete

applications and empowers students to apply communication skills in real workplace settings Written holistically to help learners develop authentic communication related competencies from the BSB Training Package the text engages students with its visually appealing layout and full colour design student friendly writing style and range of activities Evaluation in Extension United States. Federal Extension Service. Division of Extension Research and Training,1956 **Language Arts** Mildred R. Donoghue,2008-08-05 Provides a clear and succinct introduction to teaching the language arts to elementary students Key Features Focuses on integrating the six language arts reading writing listening speaking viewing and visually representing with other subject areas Provides guidance on differentiating instruction to bring out the best in the rapidly growing number of students with special needs and English language learners in the regular classroom Includes a detailed lesson plan in each chapter along with instructional activities and techniques to integrate the language arts across all the subjects in the elementary curriculum Accompanied by High Quality Ancillaries Student Resource CD Bundled with the book this CD includes video clips and discussion questions that correlate with important chapter concepts Web based student study site This interactive study site provides practice tests flashcards chapter summaries links to NCTE IRA and state specific Language Arts standards and much more Instructor Resources on CD Available by contacting SAGE Customer Care at 1 800 818 SAGE 7243 this CD for instructors offers resources such as lecture outlines PowerPoint slides a test bank and sample syllabi for semester and quarter courses Intended Audience This book is intended for undergraduate and graduate courses in elementary language arts methods which teaches pre service teachers and licensure certification candidates specifically how to teach their students the basics of the six language arts reading writing listening speaking viewing and visually representing U.S.-owned Foreign Currencies United States. Congress. House. Committee on Government Operations,1964 *How to Communicate Evaluation Findings* Lynn Lyons Morris,Carol T. Fitz-Gibbon,Marie E. Freeman,1987 Replete with examples from a wide range of disciplines this concise volume shows the reader how to communicate results to users and stakeholders throughout the evaluation process The authors stress the importance of maintaining a variety of channels of formal and informal reporting mechanisms as well as the need to tailor the medium and message for intended audiences and users Easy to use worksheets are provided to help readers prepare reports Practical tips on how to communicate effectively on using graphs and tables and on presenting the final report are all contained in this important publication **Program Evaluation** Emil J. Posavac,2015-07-22 Comprehensive yet accessible this text provides a practical introduction to the skills attitudes and methods required to assess the worth and value of human services offered in public and private organizations in a wide range of fields Students are introduced to the need for such activities the methods for carrying out evaluations and the essential steps in organizing findings into reports The text focuses on the work of people who are closely associated with the service to be evaluated and is designed to help program planners developers and evaluators to work with program staff members who might be threatened by program evaluation *Business Reports,*

Investigation and Presentation Alta Gwinn Saunders, Chester Reed Anderson, 1929 **EPA-430/1** , 1979-05 **A Practical Writing Guide for Academic Librarians** Anne Langley, Jonathan Wallace, 2010-05-11 Mastering the skills necessary for clear effective writing can make writing tasks flow more easily This book helps academic librarians who are new to the profession or new to a supervisory or management position as well as those who want to be more productive and make their writing for work go more smoothly From progress reports to project plans cover letters to case studies and book reviews to blogging readers will find examples and how tos for most of the types of writing they need to do in their academic library careers Discusses the importance of style and audience Analyzes and guides the reader through the types of writing that academic librarians use in their everyday work Includes information on presenting data specifically tables graphs and charts **Historical Dictionary of the Chinese Cultural Revolution** Guo Jian, Yongyi Song, Yuan Zhou, 2015-07-23 As the world s only English language historical dictionary of the Chinese Cultural Revolution 1966 1976 this book offers a comprehensive coverage of major historical figures events political terms and other matters relevant to this unique period of modern Chinese history that had profound influence on social and cultural movements of the world in the 1960s and 1970s This second edition of Historical Dictionary of the Chinese Cultural Revolution covers its history through a chronology an introductory essay glossary and an extensive bibliography The dictionary section has over 400 cross referenced entries on important personalities politics economy foreign relations religion and culture This book is an excellent access point for students researchers and anyone wanting to know more about this important period in Chinese history **Leading the Internal Audit Function** Lynn Fountain, 2016-04-05 In this book the author presents lessons learned from her extensive experience as a CAE to help internal auditors understand the challenges issues and potential alternative solutions when executing the role The book explains how to clarify management expectations for the internal audit and balance those expectations with the IIA Standards It examines the concept of risk based auditing and explains how to determine whether management and the internal audit team have the same objectives It also looks at the internal auditor s role in corporate governance and fraud processes

Whispering the Techniques of Language: An Emotional Quest through **Outline For Formal Report**

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