

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.

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SJ Ball



Sample Format Of Report Writing:

Report Writing for Criminal Justice Professionals Larry S. Miller, John T. Whitehead, 2010-11-24 So much of the process of criminal justice depends on good documentation and criminal justice professionals can spend as much as 50-75% of their time writing up administrative and research reports. Much of the legal process depends on the careful documentation that records crucial information. And yet most of these law enforcement security corrections and probation and parole officers have not had adequate training in how to provide a well-written accurate brief and complete report. Report Writing for Criminal Justice Professionals provides practical advice on report writing with specific writing samples and guidelines. The authors go beyond the routine English grammar approach to deal with the difficult but often ignored problem of documentation that will hold up in court. Important concepts are emphasized with related checklists, forms, and pull-out chapter tests. The material is organized into three sections: The Nature of Report Writing, The Mechanics of Report Writing, and The Modernization of Report Writing. **NEW TO THIS EDITION** Updated and revised with new material on forensics and scientific reports, crime reporting, common errors in forensic reports, and automation of report writing. Appendixes are thoroughly revised with new examples of reporting forms, worksheets, and reports, including a sample forensic lab report and presentence investigation report. Text complemented by numerous examples, sample reports, and tools. Each chapter concludes with a sample test for the reader to self-evaluate learning. Appendixes include model reports, examples of agency instructions for completing report forms, and selected readings.

The Child Clinician's Report-writing Handbook Ellen Braaten, 2007-02-08 What an incredible resource Braaten has written! What is clearly the most comprehensive child assessment handbook available. This indispensable book carefully walks the clinician through the entire assessment process and covers all conceivable areas of inquiry. This is an essential guide for the beginning practitioner and one that is sure to become a mainstay on every child clinician's bookshelf. Lee A. Rosen, PhD, Colorado State University.

Report Writing for Criminal Justice Professionals Larry Miller, John Whitehead, 2017-09-14 The criminal justice process is dependent on accurate documentation. Criminal justice professionals can spend 50-75 percent of their time writing administrative and research reports. The information provided in these reports is crucial to the functioning of our system of justice. Report Writing for Criminal Justice Professionals, Sixth Edition, provides practical guidance with specific writing samples and guidelines for providing strong reports. Most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well-written accurate brief and complete reports. Report Writing for Criminal Justice Professionals covers everything officers need to learn, from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court. This new edition includes updates to reference materials and citations as well as further supporting examples and new procedures in digital and electronic report writing.

A Guide to Clinical Assessment and Professional Report Writing in Speech-Language Pathology Renee Fabus, 2024-06-01 Learning to

assess speech and language disorders and write diagnostic reports may be an overwhelming experience especially when most texts don't cover both topics at once. With that in mind, *A Guide to Clinical Assessment and Professional Report Writing in Speech Language Pathology Second Edition* combines the latest assessment protocols and diagnostic techniques with vital diagnostic report writing tools into a single definitive guide. Cyndi Stein, Rubin, Renee Fabus, and their contributors recognize that clinical assessment is inextricably linked to report writing and have updated this Second Edition to synthesize the two. Following the introductory chapters which discuss the basics of assessment and report writing, each subsequent chapter focuses on a particular disorder, provides in-depth assessment tools, and presents a corresponding sample report. Key Features: An inventory and explanation of formal and informal assessment measures; A glossary of key vocabulary; Sample case histories with assessment tools; Relevant and useful interview questions; Each disorder's background and characteristics; Assessment parameters; A differential diagnosis section; A model report. The accessible format of *A Guide to Clinical Assessment and Professional Report Writing in Speech Language Pathology Second Edition* will help students learn how to assess and document speech and language disorders and will also make for a perfect reference for them as clinicians for years to come.

Professional Report Writing Simon Mort, 1995. Simon Mort provides practical guidance on such topics as deciding the format, structuring a report, stylistic pitfalls, and how to avoid them, making the most of illustrations, ensuring a consistent layout. The theme throughout is fitness for purpose, and the text is enriched by a wide variety of examples drawn from business, industry, and government. Simon Mort's book is an indispensable reference work for managers, civil servants, local government officers, consultants, and professionals of every kind.

Report Writing Peter Rumbelow, 1981.

Professional Investigative Report Writing, Contracts and Forms Douglas Crewse, 2002. **Report Writing** Carl Gilbert Gaum, Harold Frank Graves, 1929. *Psychological Report Writing Assistant* Gary Groth-Marnat, Ari Davis, 2013-11-25. Expert Report Writing Software provides a step-by-step guide to writing clinically sound and rich psychological reports. The Psychological Report Writing Assistant software is a highly interactive program that guides the report writer through all phases of writing a report that is comprehensive, includes integrated interpretation, uses everyday language, and answers the referral questions. Key features include: A composition screen with links to resources to facilitate report writing; Sample reports with links to guidelines on how to write sections of the report; A comprehensive menu of treatment recommendations; Search function to identify problem phrases with suggestions for alternative wording; Compatible with Microsoft Windows. Blending the best of science with an appreciation for the art of doing clinical work, the accompanying guide describes six core qualities of an optimal psychological report. Provides an overview of cognitive neuropsychological, personality, psychoeducational, and forensic reports. Offers guidelines for formatting and completing various sections of a report. Discusses recommendations for treatment and for tailoring the report to the individual. Includes instructions for navigating the software. Filling the need for an easy-to-use, intuitive tool for organizing and writing relevant psychological reports.

Psychological Report Writing Assistant will help you quickly and easily create thorough and complete psychological reports

Resources in education ,1985 **Learning Forensic Assessment** Rebecca Jackson,Ronald Roesch,2015-10-05 Major developments in the field since the publication of Learning Forensic Assessment are integrated in this revised edition including revised editions of the DSM 5 HCR 20 scale and child custody guidelines This textbook is designed for graduate students learning forensic assessment and psychologists coming to forensic practice later in their careers It is organized around five broad areas Professional and Practice Issues Adult Forensic Assessment Juvenile Forensic Assessment Civil Forensic Assessment and Communicating Your Findings Each chapter begins with a strong teaching and learning foundation The latter part of each chapter is assessment specific covering available assessment measures and approaches to assessment The authors go well beyond simple descriptions of assessment measures and provide a conceptual discussion of the evaluation process that helps the reader understand how assessment measures fit into the overall evaluation process The evaluation component is geared toward assessing the important aspects of the construct as laid out in the early part of each chapter Each chapter then concludes with a case example to illustrate the measures and techniques described **How to**

Write It, Third Edition Sandra E. Lamb,2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference **Writing Meeting Minutes**

and Agendas. Taking Notes of Meetings. Sample Minutes and Agendas, Ideas for Formats and Templates. Minute Taking Training Wi Heather Baker,2010 Writing Meeting Minutes and Agendas is easy to read and has lots of exercises to help you develop your skills It has advice on note taking summarising preparing agendas becoming more confident in your role working with the chair writing skills and listening skills There is a useful list of the order of tasks and a checklist with timings **ISTFA 2009** ,2009-01-01 This volume features the latest research and practical data from the premier event for the microelectronics failure analysis community The papers cover a wide range of testing and failure analysis topics of practical value to anyone working to detect understand and eliminate electronic device and system failures Case histories and review papers are included as well as guides to new and unique tools and methodologies applications and results

EEO Counselor's Training ,1988 **Business Communication, 3/e** P. D. Chaturvedi,2013 Business Communication Concepts Skills Cases and Applications builds on the strengths of the previous edition and has been updated to reflect the latest research and technological developments in business communication Divided into three parts this revised edition

focuses on the development of communication skills in business and the structured applications of business communication Topics such as reading and writing skills have been augmented and contemporary channels of business communication such as social media have been examined in detail *Outcome-Based Science, Technology, Engineering, and Mathematics*

Education: Innovative Practices Yusof, Khairiyah Mohd, Azli, Naziha Ahmad, Kosnin, Azlina Mohd, Yusof, Sharifah Kamilah Syed, Yusof, Yudariah Mohammad, 2012-06-30 This book provides insights into initiatives that enhance student learning and contribute to improving the quality of undergraduate STEM education Provided by publisher **Essentials of Assessment**

Report Writing Elizabeth O. Lichtenberger, Nancy Mather, Nadeen L. Kaufman, Alan S. Kaufman, 2012-06-12 Instructive guide to preparing informative and accurate assessment reports for a variety of individuals and settings Assessment reports are central to the diagnostic process and are used to inform parents clients and clinicians among others about academic problems personality functioning neuropsychological strengths and weaknesses behavioral problems and the like Essentials of Assessment Report Writing provides handy quick reference information using the popular Essentials format for preparing effective assessment reports This book is designed to help busy mental health professionals quickly acquire the knowledge and skills they need to write effective psychological assessment reports Each concise chapter features numerous callout boxes highlighting key concepts bulleted points and extensive illustrative material as well as test questions that help you gauge and reinforce your grasp of the information covered This practical guide focuses on efficiently and effectively communicating referral and background information appearance and behavioral observations test results and interpretation summary and diagnostic impressions and treatment recommendations The authors provide examples of both good and bad case report writing and highlight ethical issues and topics relevant to presenting feedback Essentials of Assessment Report Writing is the only pocket reference illustrating how to prepare an effective assessment report **Beyond Compliance**

Design of a Quality System Janet Bautista Smith, Robert Alvarez, 2020-03-01 Next Level Results for Your QMS You don't just want a compliant quality management system you want a robust one a QMS that's easy to implement and maintain Beyond Compliance Design merges two sets of experiences that of a quality system designer auditee and that of an external auditor to help you make that possible Move beyond a focus on checking all the right boxes to the opportunities for continuous improvement waste reduction employee engagement and customer satisfaction and delight Author Janet Bautista Smith with the contributions of external auditor Robert Alvarez guides you in this process with her models case studies lessons learned and an array of simple tools and templates you can customize for your organization and begin using immediately including Implementing layered metrics to align with the auditor's perspective Employing DMAIC analysis to process customer complaints Discovering hidden factories through a Process Grid Walk Addressing common pitfalls of documentation systems with lean solutions Achieving operational compliance and excellence within processes Determining QMS customer and auditor satisfaction Fostering synergy among the QMS customer and auditor perspectives Engaging

management review for critical support Educational Research Burke Johnson, Larry Christensen, 2008 Educational Research is a highly readable text that provides students with a clear and in depth understanding of the different kinds of research including technology based that are used in education today The text introduces students to the fundamental logic of empirical research and explores the sources of research ideas Detailed descriptions guide students through the design and implementation of actual research studies with a balanced examination of quantitative qualitative and mixed research serving as one of the book s strongest features While quantitative research strategies are covered extensively the text also discusses various qualitative approaches such as ethnography historical methods phenomenology grounded theory and case studies The authors present detailed step by step coverage of the key elements of research including sampling techniques ethical considerations data collection methods measurement judging validity experimental and non experimental methods descriptive and inferential statistics qualitative data analysis and report preparation

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