

INTRODUCTION

The purpose of a technical report is to completely and clearly describe technical work, why it was done, results obtained and implications of those results. The technical report serves as a means of communicating the work to others and possibly providing useful information about that work at some later date. A well-written report allows the reader to quickly understand what has been accomplished. The report also provides sufficient detail to allow the reader to recreate the results although the level of detail provided depends heavily on the report's audience and any proprietary nature of the work.

Clear presentation of results is at least as important as the results themselves; therefore, writing a report is an exercise in effective communication of technical information. Results, such as numerical values, designed systems or graphs by themselves are not very useful. To be meaningful to others, results must be supported by a written explanation describing how results were obtained and what significance they hold, or how a designed system actually functions. Although the person reading the report may have a technical background, the author should assume unfamiliarity with related theory and procedures. The author must therefore supply details that may appear obvious or unnecessary. With practice, the technical report writer learns which details to include.

The key to a well-written report is organization. A report that is divided into several sections, occurring in a logical sequence, makes it easy for the reader to quickly obtain an overview of the contents as well as locate specific information. This document provides guidelines for producing a well-written technical report.

THE FORMAL TECHNICAL REPORT

The formal technical report contains a complete, concise, and well-organized description of the work performed and the results obtained. Any given report may contain all of the sections described herein or a subset, depending upon the report requirements. These requirements are decided by the author and are based on the audience and expected use of the report.

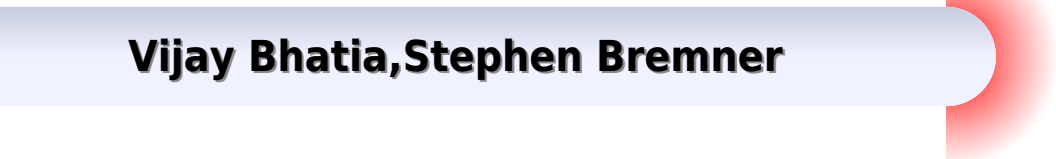
All reports have certain aspects in common regardless of expected usage. Common report sections are presented first, and all possible sections potentially included in a report are discussed afterwards.

UNIVERSAL ASPECTS OF ALL REPORTS

- The report should be written in an active voice using the third person in most instances. Avoid using personal pronouns. Personal pronouns tend to personalize the technical information that is generally objective rather than subjective in nature. Use correct grammar, punctuation, and spelling. *Attention to these details results in a professional tone to the report.*

Professional Accounting Report Writing

Vijay Bhatia, Stephen Bremner



Professional Accounting Report Writing:

The Routledge Companion to Accounting, Reporting and Regulation Carien van Mourik, Peter Walton, 2013-10-01

Financial accounting reporting and regulation is a vast subject area of huge global importance with interest rising significantly in the light of the ongoing global financial crisis. The authors begin with a broad overview of the subject of accounting setting the stage for a discussion on the theoretical and practical issues and debates regarding financial reporting which are expanded on in the second part of the book. This includes how to define the reporting entity recognition and measurement of the elements of financial statements fair values in financial reporting and the costs and benefits of disclosure. The third part assesses the interest need and theories behind the accounting reporting and regulation industry while parts four and five look at the institutional social and economic aspects with issues such as accounting for environmental management and accounting regulation and financial reporting in Islamic countries both issues of ever increasing importance. This authoritative Companion presents a broad overview of the state of these disciplines today and will provide a comprehensive reference source for students and academics involved in accounting regulation and reporting.

How to Write a Financial Report Tage C. Tracy, 2024-10-10 Complete guide to understanding and writing financial reports with clear communication. Accompanying the hugely successful *How to Read a Financial Report* *How to Write a Financial Report* is your non specialist and jargon simplified guide to the art of writing a financial report and effectively communicating critical financial information and operating results to your target audience. This book also covers utilizing different KPIs and types of reports and statements to convey a cohesive quantitative story to everyone reading your report even if they aren't experts in accounting and finance. This book pays special attention to the big three financial statements the differences between internal and external financial information reports and confidentiality factors disclosure levels and risk elements when deciding which information to include. This book also discusses important elements in financial reports including Providing an expanded understanding of the big three financial statements and how these act as the base food which feeds the financial reporting beast Producing financial reports that keep the audience engaged focused and educated Learning how to speak the base language of accounting and finance Diving deeper into financial stability and operating results by using ratios trends and variance analyzes to improve financial reporting Offering examples of real financial reports for hands on reference and use in the real world With everything readers need to write analyze and communicate financial accounting reports *How to Write a Financial Report* earns a well deserved spot on the bookshelves of investors lenders business leaders analysts and managers seeking to improve their writing and comprehension skills along with investors seeking to better understand where financial information comes from and how it is presented *International Financial Reporting Standards* Greg F. Burton, Eva K. Jermakowicz, 2015-02-20 *International Financial Reporting Standards* A Framework based Perspective links broad concepts and general accounting principles to the specific requirements of IFRS to

help students develop and understand the judgments required in using a principle based standard Although it is still unclear whether the US will adopt IFRS the global business environment makes it necessary for accounting students and professionals to be bilingual in both US GAAP and IFRS This comprehensive textbook offers A clear presentation of the concepts underlying IFRS A conceptual framework to guide students in interpreting and applying IFRS rules A comparison between IFRS and US GAAP to develop students understanding of the requirements of each standard Real world examples and case studies to link accounting theory to practice while also exposing students to different interpretations and applications of IFRS End of chapter material covering other aspects of financial reporting including international auditing standards international ethics standards and corporate governance and enforcement as well as emerging topics such as integrated accounting sustainability and social responsibility accounting and new forms of financial reporting Burton Jermakowicz have crafted a thorough and extensive tool to give students a competitive edge in understanding and applying IFRS A companion website provides additional support for both students and instructors

The Routledge Handbook of Language and Professional Communication Vijay Bhatia, Stephen Bremner, 2014-02-24 The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field The four main sections of the Handbook cover Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication

Environmental Accounting and Reporting Maria-Gabriella Baldarelli, Mara Del Baldo, Ninel Nesheva-Kiosseva, 2017-04-05 This book discusses the foundations of social and environmental accounting and highlights local differences in countries like Italy and Bulgaria It also describes the institutional environment which affects the development and application of environmental accounting and reporting as a basis for evaluating current achievements and the future steps that need to be taken to develop and spread environmental accounting The book is unique in presenting exemplary cases from different emerging and developed countries It is a valuable resource for theorists in the field practitioners in companies as well as investors and other stakeholders Moreover it provides students with the necessary theoretical constructs empirical studies as well as practical and managerial tools to allow for a quick orientation in the methodology techniques and selected practices used in environmental accounting and reporting

Effective Report Writing, for Business, Industry, and Government Norman B. Sigband, 1960 *Proceedings of the International Conference on Sustainable Green Tourism Applied Science* -

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Advantage of Nations Michael Harrison Smith,2013-06-17 This book is more than just a palliative care guide for the planet it is about innovation solutions competitiveness and profitability At work at home and as members of society our generation has an opportunity to be part of the obligation and an exciting solution in restoring the balance The authors present a bold vision for the future and demonstrate how we can get there drawing on lessons of competitive advantage theory and the latest in sustainability economics innovation business and governance theory and practice The result is nothing less than the most authoritative and comprehensive guide to date to building the new ecologically sustainable economy For further information about The Natural Edge Project and to view the book s online companion visit www.naturaledgeproject.net

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