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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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 **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

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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 **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 **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 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*

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