

# 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

**Jeffrey Glanz**



## Outline For Formal Report:

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 **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 **Reporting Technical Information** Kenneth W. Houpp, Thomas E. Pearsall, 1984 **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 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

Microfilm Index; Summary Technical Report of NDRC. United States. Office of Scientific Research and Development.

National Defense Research Committee,1946 Business Reports, Investigation and Presentation Alta Gwinn

Saunders,Chester Reed Anderson,1929 **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 fundamentals of professional and technical communication **U.S.-owned Foreign Currencies** United States. Congress.

House. Committee on Government Operations,1964 **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 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 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 [EPA-430/1](#) ,1979-05 **Fundamentals of Civil Engineering** Richard H. McCuen,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 [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 [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 **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 **Industrial Management** ,1925 [The Art of Scientific Writing](#) Hans F. Ebel,Claus Bliefert,William E. Russey,2004-03-12 Most scientists live in a publish or perish environment but few would describe themselves as brilliant or enthusiastic writers Coming to the aid of all those wishing to

improve the quality of their scientific writing established researchers and aspiring students alike three experienced authors scientists from differing backgrounds and cultures have compiled this classic guide This new edition has been completely revised to reflect dramatic changes in communication over the past 15 years The primary emphasis is on writing techniques accurate expression adherence to accepted standards and above all clarity but the authors also venture into communication technology and organizational as well as ethical aspects of science Numerous appendices and a particularly comprehensive index complete this highly useful book The authors have a passion not only for clarity and economy of style but also for precision and consistency Nature A wealth of information contained in a single book of manageable proportions Students reporting on a simple laboratory experiment and their teachers preparing a paper or lecture will both find this book a constant companion European Science Editing The book under review claims we know of no book as broad in its coverage as critical in its analysis of existing trends and as international in its scope This claim is immodest but accurate Trends in Pharmacological Sciences     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

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