

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.

Examples Of A Formal Report

Sandra Cleary, Juta Academic



Examples Of A Formal Report:

The Communication Handbook Sandra Cleary, Juta Academic, 2004-04-28 A step by step guide to acquiring effective communication skills this book is written against the background of the growing need for students and professionals to become ever more entrepreneurial The text focuses on how to become a better speaker listener reader and writer All forms of writing are addressed from business letters reports and faxes to e mails academic writing and referencing This new edition covers short messages and grammar using relevant examples and illustrations drawn from familiar situations and diverse cultural backgrounds Accessible to both first and second language speakers it uses in text citations and references that teach correct referencing conventions and gives readers the skills and knowledge to explore the topic further on their own

Business and Professional Writing: A Basic Guide - Second Canadian Edition Paul MacRae, 2019-05-13 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout

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Writing Reports to Get Results Ron S. Blicq, Lisa A. Moretto, 2004-04-05 The professional s quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single

page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team

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

The American Journal of Psychology Granville Stanley Hall, Edward Bradford Titchener, Karl M. Dallenbach, Madison Bentley, Edwin Garrigues Boring, Margaret Floy Washburn, 1929

Communicating at Work Ron Blicq, Ronald S. Blicq, 1991

Designing Technical Reports John C. Mathes, Dwight W. Stevenson, 1976

Dictionary of Report Series Codes Lois E. Godfrey, Helen F. Redman, 1973

Effective Reports for Managerial Communication Malra Treece, Larry D. Hartman, 1990

Technical Writing William S. Pfeiffer, Jan Boogerd, 2004 This book offers an easy to use approach towards learning the fundamentals of technical writing The author's writing style is user friendly and engages the reader by providing a comprehensive overview of current topics in technical writing Chapter topics cover process in technical writing ethics and globalism in the workplace organizing information page design patterns of organization process descriptions and instructions letters memos and electronic communication informal reports formal reports proposals and feasibility studies graphics oral communication technical research and style in technical writing For professionals in the technical writing field

Select Cases on the Law of Torts John Henry Wigmore, 1912

An Annotated Bibliography of Texts on Writing Skills Shannon Burns, 1976

The R.O.T.C. Manual, Infantry: 1st year basic, 1925

DNA Technology in Forensic Science Committee on DNA Technology in Forensic Science, Commission on Life Sciences, Division on Earth and Life Studies, National Research Council, 1992-01-15 Matching DNA samples from crime scenes and suspects is rapidly becoming a key source of evidence for use in our justice system DNA Technology in Forensic Science offers recommendations for resolving crucial questions that are emerging as DNA typing becomes more widespread The volume addresses key issues Quality and reliability in DNA typing including the introduction of new technologies problems of standardization and approaches to certification DNA typing in the courtroom including issues of population genetics levels of understanding among judges and juries and admissibility Societal issues such as privacy of DNA data storage of samples and data and the rights of defendants to quality testing technology Combining this original volume with the new update *The Evaluation of Forensic DNA Evidence* provides the complete up to

date picture of this highly important and visible topic This volume offers important guidance to anyone working with this emerging law enforcement tool policymakers specialists in criminal law forensic scientists geneticists researchers faculty and students

Practical Management Communication Vickie Johnson Stout,Edward A. Perkins,1987 Pocket Guide to Technical Writing William S. Pfeiffer,2001 This book is designed to give quick access to the essentials of workplace writing It is a guide to speed organization visual appeal and correctness in 16 different kinds of documents as well as guidelines for special topics like graphics speeches and e mails For speed this book gives you a 9 step process to write quickly and well For organization this book gives you a three part structure to organize all documents For visual appeal this book has tips for using white space lists and headings For correctness an alphabetized handbook on style and grammar is included Publisher

A Digest of Indian Law Cases Containing High Court Reports, 1862-1909 Barada d'As Bose,1912 Effective Communication for Colleges Clarice Pennebaker Brantley,Michele Goulet Miller,2001-07 Updated with the most current trends in the workplace this text continues to provide its proven process approach With updated and enhanced chapters on technology short reports interviewing skills customer communication visual graphics presentations and technical communication the reader can prepare effective workplace correspondence for our expanding technology driven world

Successful Communication for Business and the Professions Malra Treece,1994 This comprehensive treatment of communication principles is applied to letters memos reports employment letters and resumes and oral nonverbal and intercultural communication The author presents theory techniques and applications to teach readers how to solve business and personal communication problems with an emphasis on effectiveness and ethics The book is based on the premise that all elements of communication are interrelated and that the transmission and reception of meaning affect behavior Easy to follow writing style along with a clear discussion of principles that includes many applications The seventh edition of Successful Communication for Business and Management has been revised to include a reduction in the number of chapters from 21 to 18 The overall presentation has been updated where appropriate And the discussion of technology now reflects the latest changes in both technology that is available and the manner in which is it properly used

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In a global driven by information and connectivity, the power of words has be much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **Examples Of A Formal Report**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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