

Guidelines For Writing Reports

≡ Introduction

- ž This presentation will outline the basics of writing reports.
- ž This includes an explanation of the parts of a report: "heading, introduction, discussion and conclusion/ recommendations"
- ž In addition, it will provide examples of common types of reports..

≡ Heading/ Introduction

- ž The Heading section includes:
 - § the date the report is written
 - § the recipient (s) of the report
 - § the subject of the report, including the topic and the focus of the report
- ž The Introduction is general overview of the report including:
 - § The purpose of the report,
 - § the people involved,
 - § the time period the report represents..

≡ Discussion

- ž This section of the report is the largest.
- ž In the discussion section, you sum up the activities and problems you run into at work.
- ž When developing this section consider:
 - § Whom is involved—be specific
 - § When did the incident take place— provide details
 - § Why are you composing this report?
 - § What exactly was the process?.

≡ Conclusion/ Recommendations

- ž This part of the report is the place to summarize what has been learned from work or incident or to share any decisions that have been made.

Guidelines For Writing Reports

Ensheng Dong



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