Writing Informal Reports

Format

Memo header

To: (name and title of target audience)
From: (name and title of writer: remember to sign or initial if it isn't an electronic submission)
Date:
RE:
CC: (distribution list when necessary)

Introduction [No heading necessary]

Discussion sections [Use headings provided in the outline attachment of the syllabus]

Conclusion [**Reflection** is the content]

Parts of an informal report

Reports are written for many different reasons and use two basic formats. One is the long or formal report and the short or informal report. But EVERY report, like every letter, essay, or article has 3 main parts: Introduction, Discussion sections, Conclusion. These reports follow the same format as the memo but are longer and more comprehensive. Because they are longer than one or two pages, reports also include such formatting elements as headings, bulleted or numbered lists, and graphs and charts or tables.

Introduction

The introductory section includes 3 parts:

1. a statement of the problem or situation.
2. the task assigned to the writer and the scope of the project.
3. purpose of the report and forecasts for the reader the topics of the report.

(PLEASE REFER TO OUTLINE SECTION I. INTRODUCTION)

Finally, when appropriate, the introduction ends with the conclusion or recommendation reached by the writer.

Discussion Sections

Another aspect of report writing that is somewhat different from other business communications is the reading patterns of various audiences. Remember that most memos and reports have a target audience, but a number of secondary audiences who must be accommodated. Some of the readers will skim the report. In other words, the report, particularly the discussion sections, may not be read in a linear way—from the first word progressing to the last. Therefore, the writer must be certain the report is comprehensible when read in that manner. Each section must work together as part of the whole report, but a reader should be able to read one section and understand the context. Anytime you use a list, or graphic or visual representation, you should introduce that list or visual and explain its purpose to the audience.

(PLEASE REFER TO OUTLINE SECTIONS II-VI)

Informal Report Format Example

William H. Bonner

Informal Report Format Example:

<u>The Elements of Academic Research</u> 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   <u>How to Write it</u> Sandra E. Lamb,2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail   **Business and Professional Writing: A Basic Guide, Third Canadian Edition** Paul MacRae,Joel Hawkes,Laura Fanning,2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout   **Technical Report Writing Today** Daniel G. Riordan,Steven E. Pauley,2005 Technical Report Writing Today provides thorough coverage of technical writing basics techniques and applications Through a practical focus with varied examples and exercises students internalize the skills necessary to produce clear and effective documents and reports Project worksheets help students organize their thoughts and prepare for assignments and Focus boxes highlight key information and recent developments in technical communication Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions Annotated student examples more than 100 in all illustrate different writing styles and approaches to problems Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations The four color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities The Ninth Edition offers many new examples exercises samples and articles the latest information on using electronic resumes and documenting electronic sources more on group work and new Ethics and Globalization sidebars that highlight these two important topics in the technical communication field Chapter exercises have been labeled to guide students in various goals You create You analyze You revise and Group In this revision the authors have focused on streamlining and updating key chapters rather than on substantially changing the text s effective organization Chapter 1 Definition of Technical Writing has been thoroughly revised to include complete sections on ethics and globalization Theoretical sections have been updated to

include current thinking about the role of communication between people New exercises and examples are included Chapter 2 Profiling Audiences has been completely revised to feature current thinking about defining audiences including an emphasis on the tasks that audiences must perform after reading and a section on creating audience profiles Worksheets have been revised and a section on meeting quality benchmarks has been added Chapter 3 The Technical Writing Process substantially updated offers a current description of the document creation process and includes recent thinking on information design Chapter 6 Designing Pages has been revised and simplified to make the complex process of page design easier for students to grasp Chapter 12 Memorandums and Informal Reports heavily revised now includes more emphasis on and new examples of the IMRD report format The chapter also includes a focus section with an expanded treatment of email Chapter 15 Recommendation and Feasibility Reports presents a new feasibility report created by a small business to determine whether or not to market an item Chapter 18 Oral Presentations now focuses on PowerPoint The theory of oral reports is expanded to include recent criticisms of PowerPoint presentations and advice on creating effective presentations Appendixes include A Brief Handbook Appendix A focusing on the sentence punctuation and mechanics issues most relevant to technical writing and Documenting Sources Appendix B covering the most up to date APA and MLA methods for documenting print and electronic sources The text specific instructor web site features such resources as sample syllabi a transition guide an assessment guide and chapter by chapter teaching suggestions The student site offers additional student samples including web sites built by their peers cha   Technical Report Writing Today Steven E. Pauley,Daniel G. Riordan,1990   **Report Writing for Business and Industry** Steven Golen,C. Glenn Pearce,Ross Figgins,1985   Designing Technical Reports John C. Mathes,Dwight W. Stevenson,1976   Handbook of Technical Writing Practices Stello Jordan,Joseph M. Kleinman,H. Lee Shimberg,Society for Technical Communication,1971   Technical Writing Gordon H. Mills,John A. Walter,1978 Preliminary considerations Special techniques of technical writing Transitions introductions and conclusions Types of reports Report layout The library research report   **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   **Effective Reports for Managerial Communication** Malra Treece,Larry D. Hartman,1990   Business Writing For Dummies? Sheryl Lindsell-Roberts,1999-03-29 Identifies six steps of effective business writing covering everything from getting started to proofreading discusses letters and memos reports proposals and presentations and examines issues unique to electronic messaging   **Report Writing with Microcomputer**

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