

FORMAL REPORT FORMATS

FORMAL REPORT USES

Various types of reports are employed in the engineering profession (e.g., memos, status reports, interim reports, final reports), but each category has a fairly standard format. This document presents a more formal report format. The *formal report* format might be used to report work performed on a long-term project, to present work performed for a client, or to present results for publication in technical journals. An example of a *formal report* is presented at this Web site (<http://www.weng.uwyo.edu/classes/mereff/>). This example embodies many of the concepts discussed in other Web site Reference Materials. Note, all reports in Mechanical Engineering (ME) classes should be "sent" with a **Letter of Transmittal** and formal reports should contain an **Informative Abstract**. These two items are of singular importance because they are common across all professions and used throughout technical written communication. Each requires clarity and brevity, and the **Letter of Transmittal** is also an exercise in solid, person-to-person communication. The **Letter of Transmittal** gives a record of what was submitted and gives the recipient concise information on what is contained in the report and what action is required. The **Informative Abstract** is a concise description of the background, the results, the conclusions, and recommendations of the report. The **Informative Abstract** is commonly used in research and allows readers to judge the pertinence and value of the report without reading the entire report. Both the **Letter of Transmittal** and the **Informative Abstract** should be considered as separate from the *formal report*, i.e. the *formal report* should be complete without either of these two components.

Letter of Transmittal

The **Letter of Transmittal**, in formal block format, sends the report, stating the report title, establishing the purpose of the report, informing or reminding the reader of who authorized the report, why and when the report was requested, what the main subject of the report is, who else contributed to the report, and what you want the reader to do. It is the first item the reader sees; therefore, it is placed *before* the enclosed report.

Informative Abstract

An **Informative Abstract** must be a *self-contained synopsis* of the report which *concisely* summarizes the objectives, procedure, pertinent results, and the inferred conclusions. The **Informative Abstract** includes introductory material to give the context of the work, and it is the *last* item that is written since its emphasis is on the results and conclusions. Students often have difficulty comprehending what constitutes a reasonable **Informative Abstract**. Some examples are therefore presented in the **Informative Abstract Examples** section of these guidelines. Often the author is required to provide **Keywords** that describe the subject matter of the report and are used by search engines. It should be noted that the **Title**, the **Informative Abstract**, and **Keywords** are very important in these days of electronic retrieval of archival materials. Readers of archival material may vary widely in background and be from diverse cultures. Great care should be exercised to make your **Informative Abstract** as precise, concise, and clear as possible.

FORMAL REPORT GUIDELINES

A formal report contains many of the same elements as the memo report, but includes more of the details as well as additional information. Informative abstracts, appendices and glossaries (Lists of Symbols) are not usually included in memo (short) reports, but are normally included in formal reports.

Example Of A Good Report

BM King



Example Of A Good Report:

Unveiling the Magic of Words: A Report on "**Example Of A Good Report**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Example Of A Good Report**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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Table of Contents Example Of A Good Report

1. Understanding the eBook Example Of A Good Report
 - The Rise of Digital Reading Example Of A Good Report
 - Advantages of eBooks Over Traditional Books
2. Identifying Example Of A Good Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Example Of A Good Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from Example Of A Good Report
 - Personalized Recommendations
 - Example Of A Good Report User Reviews and Ratings

- Example Of A Good Report and Bestseller Lists
- 5. Accessing Example Of A Good Report Free and Paid eBooks
 - Example Of A Good Report Public Domain eBooks
 - Example Of A Good Report eBook Subscription Services
 - Example Of A Good Report Budget-Friendly Options
- 6. Navigating Example Of A Good Report eBook Formats
 - ePub, PDF, MOBI, and More
 - Example Of A Good Report Compatibility with Devices
 - Example Of A Good Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Example Of A Good Report
 - Highlighting and Note-Taking Example Of A Good Report
 - Interactive Elements Example Of A Good Report
- 8. Staying Engaged with Example Of A Good Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Example Of A Good Report
- 9. Balancing eBooks and Physical Books Example Of A Good Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Example Of A Good Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Example Of A Good Report
 - Setting Reading Goals Example Of A Good Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Example Of A Good Report
 - Fact-Checking eBook Content of Example Of A Good Report
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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