

Writing Effective Reports

A. What are Reports?

Reports are documents which both **give a reader information** and ask the reader to **do something** with that information. Reports can be used:

- to suggest new ideas and options;
- to ask people to accept a point of view;
- to influence decisions;
- to ask people to make choices between alternative recommendations

Therefore a well structured and well written report can be a very influential document.

A report will usually follow a simple format which can be identified over and over again as you look through the reports written by academics, agencies or individuals. One of the key issues is to carefully provide signposts' for the reader throughout the report. Use headings, sub headings, bullet points (but remember to use full sentences rather than notes here) and new paragraphs for new topics.

The format may be influenced by the purpose and length of the report. There are nine identifiable sections in most reports, although a contents list and abstract are usually only used with a long report.

- 1 Title or title page
- 2 Contents list
- 3 Abstract
- 4 Introduction
- 5 Discussion
- 6 Conclusions
- 7 Summary
- 8 Recommendations
- 9 Appendices (and don't forget the reference list when writing an academic report)

B. The Format of a Report

1. Title or title page

It helps the reader to know what the report is about to have a title and sometimes a brief explanation of the purpose of the report. In a longer report you can have a short title and a long, more descriptive title. You should also identify the audience for the report, who has written it (the authors) and when it was written (the date).

Examples Of Report Writing

Russell L. Bintliff



Examples Of Report Writing:

Handbook of Clinical Psychology in Medical Settings Ronald H. Rozensky, Jerry J. Sweet, Steven M.

Tovian, 2013-06-29 For two decades I have been responding to questions about the nature of health psychology and how it differs from medical psychology behavioral medicine and clinical psychology From the beginning I have taken the position that any application of psychological theory or practice to problems and issues of the health system is health psychology I have repeatedly used an analogy to Newell and Simon's General Problem Solver program of the late 1950s and early 1960s which had two major functional parts in addition to the executive component One was the problem solving core the procedural competence the other was the representation of the problem environment In the analogy the concepts knowledge and techniques of psychology constitute the core competence the health system in all its complexity is the problem environment A health psychologist is one whose basic competence in psychology is augmented by a working knowledge of some aspect of the health system Quite apparently there are functionally distinct aspects of health psychology to the degree that there are meaningful subdivisions in psychological competence and significantly different microenvironments within the health system I hesitate to refer to them as areas of specialization as the man who gave health psychology its formal definition Joseph Matarazzo has said that there are no specialties in psychology cited in the editors preface to this book

Combined Kansas Reports Kansas, 1881 Included the reports of the executive officers and for many years those of the educational and charitable institutions

The School Psychology Practicum and Internship Handbook Eric

Rossen, Diana Joyce-Beaulieu, 2015-08-18 The School Psychology Practicum and Internship Handbook is an outstanding resource written by known leaders in the field to assist graduate students in effectively navigating common ethical issues promoting strong supervisory relationships and becoming skilled self advocates As a former school psychologist and now doctoral intern I find this book is a gold mine of information that can be immediately applied to strengthen training experiences and develop the highest standards for future practice Sheila Desai NCSP Doctoral Candidate in School Psychology University of Massachusetts Boston Supervising practicum and internship is challenging but Joyce Beaulieu and Rossen make it infinitely easier with this handbook The practical information and extensive resources provide university supervisors what they need to implement best practice supervision This user friendly book is a must have for all school psychology supervisors and is sure to become one of the best supervision resources in our field Lisa Kelly Vance PhD Professor and Director School Psychology University of Nebraska at Omaha The first comprehensive guide for school psychology practica and internships Tailored to the unique educational requirements of school psychology this is the first complete guide to practicum and internship for school psychology students and faculty Replete with practical information and advice the book introduces students to a variety of professional issues they may be required to navigate during their supervised field based experiences The book covers all aspects of the entry level practicum ranging from orientation to the

professional's role to portfolio and competency based evaluations and navigating relationships with supervisors It addresses advanced clinical applications including systems level school initiatives practice in mental health settings cross comparison of educational and medical classification models and more Coverage of the internship year discusses how to select an internship site writing a winning vita the application process applying for the first career position as well as certification and licensure Content reflects National Association of School Psychologists NASP and American Psychological Association APA standards guidelines and best practices with an emphasis on supporting high quality field based training experiences Additionally the text offers tools for organizing assessments consultations and interventions Practical recommendations address professional conduct child abuse reporting and field experience documentation Learning is enhanced with the use of diagrams charts and sample documents Chapters include learning objectives case examples and vignettes for discussion and problem solving and chapter summaries Additional online and reproducible resources offer instructors templates for psychological reports performance evaluations record keeping forms and logs practicum syllabi and internship contracts that are consistent with NASP and APA principles Key Features Provides a strong foundation for initial field based experiences from beginning practicum through the internship and job search Embraces NASP and APA standards DSM 5 response to intervention RtI and multitiered systems of support MTSS models for school psychology practice Enhanced with special features such as learning objectives case vignettes sample forms and end of chapter reviews Written by experienced practicum and internship supervisors and recognized authorities on the preparation and development of school psychologists

Cytogenetic Abnormalities Susan Mahler Zneimer, 2014-08-21 Cytogenetics is the study of the structure and function of chromosomes in relation to phenotypic expression Chromosomal abnormalities underlie the development of a wide variety of diseases and disorders ranging from Down syndrome to cancer and are of widespread interest in both basic and clinical research Cytogenetic Abnormalities Chromosomal FISH and Microarray Based Clinical Reporting is a practical guide that describes cytogenetic abnormalities their clinical implications and how best to report and communicate laboratory findings in research and clinical settings The text first examines chromosomal FISH and microarray based analyses in constitutional disorders Using these same methodologies the book's focus shifts to acquired abnormalities in cancers Both sections provide illustrative examples of cytogenetic abnormalities and how to communicate these findings in standardized laboratory reports Providing both a wealth of cytogenetic information as well as practical guidance on how best to communicate findings to fellow research and medical professionals Cytogenetic Abnormalities will be an essential resource for cytogeneticists laboratory personnel clinicians research scientists and students in the field A guide to interpreting and reporting cytogenetic laboratory results involved in constitutional disorders and cancers Guides the reader on implementing the International System for Human Cytogenetic Nomenclature in written reports Provides information to allow scientists and medical professionals to fully understand and communicate cytogenetic abnormalities Describes a wide array of cytogenetic

abnormalities observed in the laboratory Divided into user friendly sections devoted to methodologies and implications of specific diseases

Engaging Students in Academic Literacies María Estela Brisk, 2014-07-25 The Common Core State Standards require schools to include writing in a variety of genres across the disciplines Engaging Students in Academic Literacies provides specific information to plan and carry out genre based writing instruction in English for K 5 students within various content areas Informed by systemic functional linguistics a theory of language IN USE in particular ways for particular audiences and social purposes it guides teachers in developing students ability to construct texts using structural and linguistic features of the written language This approach to teaching writing and academic language is effective in addressing the persistent achievement gap between ELLs and mainstream students especially in the context of current reforms in the U S Transforming systemic functional linguistics and genre theory into concrete classroom tools for designing implementing and reflecting on instruction and providing essential scaffolding for teachers to build their own knowledge of its essential elements applied to teaching the text includes strategies for apprenticing students to writing in all genres features of elementary students writing and examples of practice

Essentials of Psychological Assessment

Supervision A. Jordan Wright, 2019-09-23 The only pocket size reference on supervising psychological testing and assessment In 2014 the American Psychological Association APA adopted a set of guidelines for clinical supervision for health service psychology While technically covered by these guidelines supervising clinical psychological assessment includes additional tasks such as ensuring accurate administration scoring and interpretation of tests and tensions Supervisors must often instruct supervisees on the data integration process which can involve more direct teaching than standard clinical supervision while encompassing the same interpersonal therapeutic and less structured guiding aspects as psychotherapy supervision It is increasingly common to view clinical supervision in the assessment process and supervision of psychotherapy as two significantly different tasks Surprisingly there is very little training and guidance available on appropriate effective and beneficial methods of psychological assessment supervision Essentials of Psychological Assessment Supervision seeks to remedy the lack of literature in this area offering guidance on supervising psychological testing and assessment This much needed guide provides supervisors with authoritative up to date information on guidelines relevant to assessment supervision Additionally detailed coverage of supervision of cognitive personality emotional psychoeducational neuropsychological forensic and therapeutic assessments among others provide supervisors with guidance and structure in the supervision process Focusing on practical application this book offers guidance on topics such as assessment models appropriate in different areas of assessment diversity issues evaluation and feedback of supervisee performance and ethical legal and regulatory considerations relevant in each assessment context An invaluable resource for practitioners this book Offers practical advice on supervising a wide range of clinical psychological assessments Includes contributions from experts in their respective subfields Provides guidance on incorporating new American Psychological Association APA and Society for

Personality Assessment SPA guidelines into the supervision process Fills an urgent need for an up to date reference on assessment supervision Essentials of Psychological Assessment Supervision is a must have reference for both psychology practitioners who supervise the assessment process and instructors of psychological testing and assessment **Audit Standards, Procedures, and Reports** Robert L. Kane,1953 [General Report for the Year ...](#) Great Britain. Education Dept. Eastern Division,1891 **Report of the Committee of Council on Education** Great Britain. Committee on Education,1891 **The Estates Gazette Digest of Land and Property Cases** ,1922 Contains cases reported in the issues of The Estate gazette **Report of the Superintendent of Public Instruction of the State of New York** New York (State). Department of Public Instruction,1892 [Financial Valuation, + Website](#) James R. Hitchner,2017-05-01 A practically focused resource for business valuation professionals Financial Valuation Applications and Models provides authoritative reference and practical guidance on the appropriate defensible way to prepare and present business valuations With contributions by 30 top experts in the field this new fourth edition provides an essential resource for those seeking the most up to date guidance with a strong emphasis on applications and models Coverage includes state of the art methods for the valuation of closely held businesses nonpublic entities intangible and other assets with comprehensive discussion on valuation theory a consensus view on application and the tools to make it happen Packed with examples checklists and models to help you navigate your valuation project this book also provides hundreds of expert tips and best practices in clear easy to follow language The companion website provides access to extensive appendix materials and the perspectives of valuation thought leaders add critical insight throughout each step of the process Valuation is an important part of any organization s overall financial strategy and seemingly small inaccuracies or incomplete assessments can have big repercussions This book walks you through the valuation process to give you the skills and understanding you need to get it done right Learn best practices from 30 field leading experts Follow clear examples for complex or unfamiliar scenarios Access practical tools that streamline the valuation process Understand valuation models and real world applications The business valuation process can become very complex very quickly and there s no substitute for clear guidance and a delineated framework in the run up to completion Get organized from the beginning and be systematic and methodical every step of the way Financial Valuation Applications and Models is the all encompassing expert guide to business valuation projects *Annual Report of the State Superintendent of Public Instruction* New York (State). Department of Public Instruction,1892 [Financial Valuation](#) James R. Hitchner,2017-04-19 A practically focused resource for business valuation professionals Financial Valuation Applications and Models provides authoritative reference and practical guidance on the appropriate defensible way to prepare and present business valuations With contributions by 30 top experts in the field this new fourth edition provides an essential resource for those seeking the most up to date guidance with a strong emphasis on applications and models Coverage includes state of the art methods for the valuation of closely held businesses nonpublic

entities intangible and other assets with comprehensive discussion on valuation theory a consensus view on application and the tools to make it happen Packed with examples checklists and models to help you navigate your valuation project this book also provides hundreds of expert tips and best practices in clear easy to follow language The companion website provides access to extensive appendix materials and the perspectives of valuation thought leaders add critical insight throughout each step of the process Valuation is an important part of any organization s overall financial strategy and seemingly small inaccuracies or incomplete assessments can have big repercussions This book walks you through the valuation process to give you the skills and understanding you need to get it done right Learn best practices from 30 field leading experts Follow clear examples for complex or unfamiliar scenarios Access practical tools that streamline the valuation process Understand valuation models and real world applications The business valuation process can become very complex very quickly and there s no substitute for clear guidance and a delineated framework in the run up to completion Get organized from the beginning and be systematic and methodical every step of the way Financial Valuation Applications and Models is the all encompassing expert guide to business valuation projects

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