

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.

7. RECOMMENDATIONS — The Recommendations should follow naturally from the conclusions. They should be offered in descending order of importance and may be in point form when several recommendations are being made.

8. REFERENCES — The list of References is an accurate listing, in strict alphabetical order, of all the sources referred to.

A Written Report

KJ Lindholm-Leary



A Written Report:

Report Writing Michelle Reid, 2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on demonstrating critical analysis in the key parts of a report including the literature review methodology and findings Additional guidance on effective writing style Writing a Report John Bowden, 2008 Now in its 8th edition this extensively revised and updated handbook explains how you can write reports that will be A Read without unnecessary delay A Understood without undue effort A Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing A Preparation and planning A Collecting and handling information A Writing and revising Secondly at the creative side of report writing A Achieving a good style and choosing the right words And thirdly at 23 common types of report including A Annual reports A Appraisal reports A Audit reports A Minutes A Progress reports A Student project reports A Technical reports There is also an extensive glossary and a selection of sample reports **Report Writing** Daisy Bogg, Community Care (Organization Great Britain), 2012-05-01 From experienced practitioners to newly qualified social workers to students this book is a valuable guide to report writing This book focuses on how to prepare a report and how to formulate and present findings a key skill for all social workers

Diagnostic Report Writing In Speech-Language Pathology Steven Blaustein, 2024-06-01 Designed to improve the report writing skills of speech language pathology students communication sciences and disorders students Clinical Fellows and professionals alike Diagnostic Report Writing in Speech Language Pathology A Guide to Effective Communication is a one of a kind text entirely dedicated to the production of an effective diagnostic speech and language evaluation In today s academic and health care climate accurate and clear documentation has never been more important Diagnostic Report Writing in Speech Language Pathology seeks to demystify and simplify the challenges many students and clinicians face while learning to write speech and language evaluations by combining the science and art of assessment with an effective presentation Dr Steven H Blaustein uses his more than 50 years of experience as a clinician consultant and professor to logically guide the reader through the necessary steps involved in the documentation of a speech and language evaluation From discussing the initial reason for the referral and case history to the final summary impressions and recommendations each step of the writing process is clearly explained Topics included in Diagnostic Report Writing in Speech Language Pathology Speech sound production Oral peripheral examinations Issues of law fairness and ethics Critical information for the approval of services and third party reimbursement Common report writing errors to avoid Images and tables to

illustrate the process of documenting a speech and language evaluation There is no one size fits all template for documenting an evaluation Diagnostic Report Writing in Speech Language Pathology A Guide to Effective Communication provides the reader with the skills and knowledge necessary to compile an effective professional report that meets the needs of patients clients students and outside stakeholders **Traffic Laws Annotated 1979** , **How to Write Research Report** Gusti Astika ,2020-12-15 This book provides practical knowledge of writing research reports which can be submitted as a course requirement a scholarly work or an article for journal publication The chapters in this book deal with the elements of a research report the abstract introduction review of literature methodology result and conclusion Each chapter includes examples from published research with explanations of language use **Annual Report** United States. Office of Postsecondary Education. Advisory Committee on Accreditation and Institutional Eligibility,1979 *Report of the Secretary of War, which Accompanied the Annual Message of the President of the United States, to Both Houses of the ... Congress* ,1901 **Report** Connecticut. Public Welfare Council,1896 Reports for 1948 50 1950 52 include section Directory of social agencies In the Senate of the United States, June 4, 1872... United States. Congress. Senate,1872

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