The structure of a report

Unless you have been given specific instructions, it's a good idea to follow the generally accepted standard structure. Alternatively, you may be given a 'house-style' to follow. This is often the case in employment, where organisations have evolved formats which suit their purpose. Either way, the information needs to be organised logically.

The standard structure has these sections, in this order:

- title page
- summary
- contents page
- introduction
- · main body of text (with sections/chapters to suit your material)
- conclusion
- recommendations
- bibliography, if appropriate
- appendix/appendices

Page layouts

- · A report looks more professional if word-processed
- · pay attention to headings/sub-headings, margins and spacing of sections
- · avoid decorative fonts even on the title page

Standard report structure

If you have not been given other instructions, this is suitable for student reports. The main sections are listed below, in the right order:

Title page

Show report title, author's name, date, the person/organisation for whom the report has been written. If the title is not set, create one which is brief, straightforward and factual.

If there is a limited readership - (a business report may be confidential) - it should say so on the title page.

Summary

Put the summary at the beginning of the report, to be easily accessible.

Write it as a precis, or abstract, of the whole report (including the conclusion and recommendations) - so it cannot be written until last.

Standard Report Writing Format

David F. Beer, David A. McMurrey

Standard Report Writing Format:

A Guide to Clinical Assessment and Professional Report Writing in Speech-Language Pathology Renee Fabus, 2024-06-01 Learning to assess speech and language disorders and write diagnostic reports may be an overwhelming experience especially when most texts don t cover both topics at once With that in mind A Guide to Clinical Assessment and Professional Report Writing in Speech Language Pathology Second Edition combines the latest assessment protocols and diagnostic techniques with vital diagnostic report writing tools into a single definitive guide Cyndi Stein Rubin Renee Fabus and their contributors recognize that clinical assessment is inextricably linked to report writing and have updated this Second Edition to synthesize the two Following the introductory chapters which discuss the basics of assessment and report writing each subsequent chapter focuses on a particular disorder provides in depth assessment tools and presents a corresponding sample report Key Features An inventory and explanation of formal and informal assessment measures A glossary of key vocabulary Sample case histories with assessment tools Relevant and useful interview questions Each disorder's background and characteristics Assessment parameters A differential diagnosis section A model report The accessible format of A Guide to Clinical Assessment and Professional Report Writing in Speech Language Pathology Second Edition will help students learn how to assess and document speech and language disorders and will also make for a perfect reference for them as clinicians for years to come **Professional Report Writing** Simon Mort, 1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort s book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind 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

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examples of both good and bad case report writing and highlight ethical issues and topics relevant to presenting feedback Essentials of Assessment Report Writing is the only pocket reference illustrating how to prepare an effective assessment report A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer s career

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Federal Probation ,1977

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