

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)

Writing Report Format

Stephen McLaren



Writing Report Format:

The Complete Guide to Writing Effective and Award Winning Business Proposals Jean Wilson Murray, 2008 The text covers the three key phases of a business proposal preparation writing and presentation and includes examples of different types and styles of business proposals such as sales proposals to clients letters and memos as business proposals proposals to government entities internal proposals to top management and business plans as a special type of business proposal

Public Relations Writing Donald Treadwell, Jill B. Treadwell, 2004 Public Relations Writing Principles in Practice is a comprehensive core text that guides students from the most basic foundations of public relations writing research planning ethics organizational culture law and design through the production of actual effective public relations materials Now published by Sage Publications this edition has been updated throughout to include current events and Web addresses Core content includes such subject areas as news and features writing for print and broadcast persuasive communications newsletters and employee communication annual reports brochures direct mail global communication and the Internet

Professional Writing in Speech-Language Pathology and Audiology, Fourth Edition Robert Goldfarb, Yula C. Serpanos, 2023-11-29 With many more exercises writing samples and online resources Professional Writing in Speech Language Pathology and Audiology Fourth Edition is an excellent resource for students of communication sciences and disorders It is often used as a textbook for courses in professional writing clinical methods and professional issues Throughout the text the authors use anecdotal material self help questions and humor to illustrate that learning to be a better professional writer does not require drudgery The authors cover a spectrum of subjects related to professional writing including rules of writing review of grammar spelling punctuation semantics and sentence structure evidence based writing and citing sources ethics related to professional writing writing diagnostic and clinical reports and writing for professional career advancement New to the Fourth Edition More exercises throughout the book Incorporates APA 7th edition style Reorganized for a greater flow of information Combined the chapters on Evidence Based Writing and Ethics of Professional Writing Combined the chapters on Referencing Resources and Internet Resources Book now ends with chapter 8 on professional presentations Expansion of English mechanics underlying syntax Inclusion of the 2023 revised version of the ASHA Code of Ethics Key Features Exercises in each chapter Numerous samples including Institutional Review Board Research Review Form Authorization of Release of Information Form Journal Article Critique Diagnostic Reports and Protocol Worksheets Therapy Goals and Progress Reports Types of Professional Correspondence Presentation Slides Resumes Disclaimer Please note that ancillary content such as exercises and sample presentations are not included as in the original print version of this work Writing Essays and Reports Stephen McLaren, 2001 This book is your easy guide to preparing essays and reports for high school TAFE university or business setting up a timeline for writing essays and reports research techniques structuring your work clearly and effectively drafting editing and rewriting referencing other material in your

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Contemporary Business Report Writing Shirley Kuiper, 2005 CONTEMPORARY BUSINESS REPORT WRITING guides readers step by step through the process of creating business reports such as a feasibility studies business plans and employee manuals Starting with writing fundamentals readers work through the processes of planning and conducting research then drafting revising editing and producing a simple report Once readers master report preparation and writing the authors explore presentation techniques and skills that readers can use to effectively communicate the information contained in their reports

A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 1997 This text offers an engineering approach to technical writing and features practical and relevant examples from today's industry

Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports, **Engineering Your Writing Success** James Edward Vincler, Nancy Horlick Vincler, 1996 You'll never dread a writing project again when you learn to use the step by step approach given in Engineering Your Writing Success This book shows you the nuts and bolts of starting and finishing all your writing projects reports proposals memos letters data sheets and procedures Learn to design your message to reach your reader choosing the right words every time Don't let poor writing skills hold back your career this book can help _____ Since 1975 more than 2 million people preparing for their engineering surveying architecture LEED interior design and landscape architecture exams have entrusted their exam prep to PPI For more information visit us at www.ppi2pass.com

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results and help you advance your career *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 Technical Writing Gordon H. Mills, John A. Walter, 1970 **Writing in the Workplace** Jo Allen, 1998 Writing at work is made easier with this all inclusive guide Offering a practical approach to writing in print and electronic formats these pages explore organizational images and cultures a writing strategy researching revising incorporating graphics letters and memos design employment communication reports proposals and instructions and oral communication **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** Peter Rumbelow, 1981 **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 **Worlds of Writing** Carolyn B. Matalene, 1989 **Effective Writing** Claire Arevalo May, Gordon S. May, 2009 For Accounting Business Communication and Technical Writing courses This book is written for the accountant who wants to sharpen their communication and critical thinking skills in order to be more effective in the workplace

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