

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.

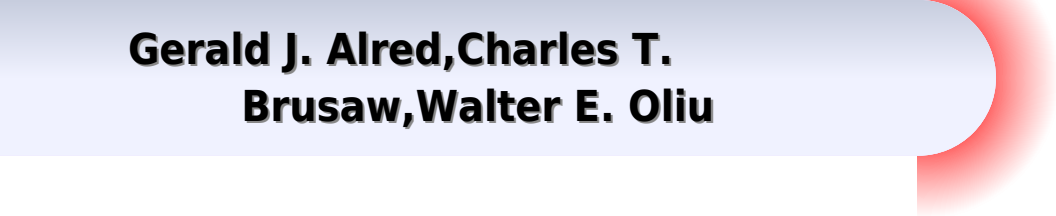
6. CONCLUSION — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and 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.

Writing A Formal Report

**Gerald J. Alred, Charles T.
Brusaw, Walter E. Oliu**



Writing A Formal Report:

Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc *Writing Reports to Get Results* Ron S. Blicq, Lisa A. Moretto, 2004-04-05 The professional s quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team

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

Business and Professional Writing: A Basic Guide, Third Canadian Edition Paul MacRae, Joel Hawkes, Laura Fanning, 2025-03-19 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach The book provides realistic examples and practical strategies to ensure clarity concision courtesy correctness and positivity in every message The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout *The Communication Handbook* Sandra Cleary, Juta Academic, 2004-04-28 A step by step guide to acquiring effective communication skills this book is written against the background of the growing need for

students and professionals to become ever more entrepreneurial The text focuses on how to become a better speaker listener reader and writer All forms of writing are addressed from business letters reports and faxes to e mails academic writing and referencing This new edition covers short messages and grammar using relevant examples and illustrations drawn from familiar situations and diverse cultural backgrounds Accessible to both first and second language speakers it uses in text citations and references that teach correct referencing conventions and gives readers the skills and knowledge to explore the topic further on their own **Business and Professional Writing: A Basic Guide for Americans** Paul

MacRae,2016-05-30 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide for Americans is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout Business and Professional

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Sector John W. Swain,Kathleen Dolan Swain,2015-01-28 Intended for both students and practitioners in public administration who want to communicate more effectively with a variety of audiences this book offers clear easy to understand guidelines on how to write more clearly concisely and coherently as well as correctly It covers the basics of good English and applies those basics to general forms such as memos letters and e mails and more specific forms such as newsletters proposals budget justifications and rules used in the public sector **Business and Professional Writing: A**

Basic Guide - Second Canadian Edition Paul MacRae,2019-05-13 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **Talk for Writing in Secondary**

Schools, How to Achieve Effective Reading, Writing and Communication Across the Curriculum (Revised Edition) Julia Strong, 2020-08-26 Talk for Writing developed by Pie Corbett and supported by Julia Strong is a proven approach to teaching writing that is engaging and motivating for students and teachers alike Building on best practice this practical guide takes you step by step through how to establish quality written communication across the secondary curriculum It can be used as a handbook by a literacy coordinator to lead the approach as well as being a source of practical ideas for each subject area Every teacher can help students internalize the pattern of language of their subject through focused talk activities related to exemplar text This enables students to independently generate the sentence patterns and structures that are key to effective communication in any subject Julia Strong puts the experience of the learner at the centre By establishing some consistent approaches across the curriculum the learner can see how what they learn in one area can be transferred to support learning in another The approach progressively builds up students linguistic competence involving them in co constructing the next steps they need to take to make progress This practical resource offers Wide range of examples from all subject areas with a particular focus on science Online Learning Centre with training session with teachers showing Talk for Writing in action suitable to use on training days to help introduce and embed the approach Over 80 customisable handouts downloadable from the Online Learning Centre Customisable PowerPoint slides to train all staff in the approach Thoroughly grounded in the principles of formative assessment Talk for Writing if systematically applied across the curriculum really can turn secondary students into powerful communicators Try it it works Silent classrooms do not lend themselves to progress the Foreword to this important new book reminds us What follows is an exceptionally well informed and practical guide to how high quality talk can lead to high quality writing I strongly recommend it for all teachers across all subjects Geoff Barton Headteacher of King Edward VI School Suffolk UK author and speaker [Handbook of Technical Writing](#) Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2006 Alphabetically organized and easy to use its nearly 400 entries provide guidance for the most common types of professional documents and correspondence including reports proposals manuals memos and white papers Abundant sample documents and visuals throughout the book demonstrate effective technical communication reflecting current practices for formatting documents and using e mail In addition advice on organizing researching writing and revising complements thorough treatment of grammar usage style and punctuation to provide comprehensive help with writing skills **Writing for Academic Success** Gail Craswell, 2005 Crammed full of practical advice for any student undertaking postgraduate study Gail Craswell provides comprehensive coverage of academic writing skills and communication techniques **Practical English Writing in Technical Communication** Tsze Sun Li, 2013-10 This book is the second in a series of two about developing proficiency in English business and technical communication University students and teachers in courses such as Technical Communication Advanced Business Communication and Practical English Writing will find this book instrumental to improving their understanding of or

instruction in written English communication skills The book comprises six units 1 Employment Related Communication 2 Summaries 3 Definitions Descriptions Instructions Guides and Manuals 4 Proposals 5 Reports 6 Tenders Advertisements Brochures Questionnaires and Web Pages Each unit is organized with three components A Introduction of text type B Exemplars with notes and C Practice Tasks The Practice Tasks are designed in three forms 1 Fill in the Blank 2 Proofreading Editing and 3 Writing Suggested answers guides are appended in addition to text type feedback forms The total number of writing examples is 154 **The Handbook of Technical Writing, Seventh Edition** Gerald J. Alred, Charles T.

Brusaw, Walter E. Oliu, 2003-02-14 The seventh edition of this classic comprehensive reference is now easier to use and more thorough than ever With up to date coverage of workplace technology from e mail Internet research and writing for the Web to Web forms and page design the Handbook of Technical Writing offers expert advice for meeting the demands of online writing Abundant real world examples and sample documents throughout the text provide models for effective technical communication The book's new five way access structure the alphabetical organization topical key to the alphabetical entries checklist of the writing process comprehensive index and new topical list of figures and model documents provides even more ways of retrieving information faster This edition also includes new and revised entries on research documenting sources brochures formal reports newsletters proposals sales letters presentations and visuals With entries that have been consolidated and streamlined and in depth treatment of grammar usage and the writing skills that both students and professionals need to master the Handbook of Technical Writing remains both an accessible and easy to use guide and the quick reference faithful users have come to appreciate Business and Professional Writing: A Basic Guide, Third Edition

Paul MacRae, Joel Hawkes, Laura Fanning, 2025-09-04 Write with Clarity Communicate with Confidence Business and Professional Writing is a book that practices what it preaches The authors deliver direct engaging guidance on workplace communication with a friendly no nonsense approach and realistic examples and practical strategies ensure clarity concision courtesy correctness and positivity at every turn The text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics Exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout *Chemistry Education in the ICT Age* Minu Gupta Bhowon, Sabina

Jhaumeer-Laulloo, Henri Li Kam Wah, Ponnadurai Ramasami, 2009-07-21 The 20 International Conference on Chemical Education 20 ICCE which had rd th Chemistry in the ICT Age as the theme was held from 3 to 8 August 2008 at Le Meridien Hotel Pointe aux Piments in Mauritius With more than 200 participants from 40 countries the conference featured 140 oral and 50 poster presentations th Participants of the 20 ICCE were invited to submit full papers and the latter were subjected to peer review The selected accepted papers are collected in this book of proceedings This book of proceedings encloses 39 presentations covering topics ranging from fundamental to applied chemistry such as Arts and Chemistry Education

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Writing that Works with 2009 MLA and 2010 APA Updates Walter E. Oliu, Charles T. Brusaw, Gerald J. Alred, 2010-06-04 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Combining clear advice on the writing process and almost 250 model documents from real workplace settings Writing That Works sets the standard for business writing books It reflects today's electronic workflow addresses the most current types of business documents in print and online and provides practical informative guidelines on designing documents considering audience and purpose and using digital technology in the workplace The free companion Web site supports and expands upon the information in every chapter and offers tutorials additional model documents expanded Digital Tips and much more

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Writting A Formal Report Book Review: Unveiling the Power of Words

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