

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

VM Jensen



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

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 The Child Clinician's Report-writing Handbook Ellen Braaten,2007-02-08 What an incredible resource Braaten has written what is clearly the most comprehensive child assessment handbook available This indispensable book carefully walks the clinician through the entire assessment process and covers all conceivable areas of inquiry This is an essential guide for the beginning practitioner and one that is sure to become a mainstay on every child clinicians bookshelf Lee A Ros n PhD Colorado State University **Writing Essays and Reports** Stephen McLaren,2001 This book is your easy guide to preparing essays and re ports 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 work grammar punctuation and language issues **Essentials of Assessment Report Writing** W. Joel Schneider,Elizabeth O. Lichtenberger,Nancy Mather,Nadeen L. Kaufman,2018-09-19 The bestselling guide to reporting writing updated and reworked for today s practice Essentials of Assessment Report Writing offers effective solutions to the creation of reader friendly yet targeted psychological and educational assessment reports Parents clinicians clients and other readers need more than test by test descriptions they need an accessible analysis of the entire situation to determine their next steps This book provides clear guidance for busy practitioners seeking ways to improve their report writing skills With a focus on current practice this new second edition covers DSM 5 updates and the latest assessment instruments including the WJ IV WISC V WAIS IV KTEA 3 and the CAS2 New discussion includes advice on tailoring the report to the audience and annotated case reports provide illustrative models of effective report styles interpretation and analysis Key concepts are highlighted for quick reference throughout and end of chapter questions help reinforce understanding Reporting styles vary widely within the field in both content and style there is no definitive standard but many reports fail to reflect best practices and therefore prove less than useful to the reader This book provides expert guidance throughout the reporting process to help practitioners provide high quality accessible reports Integrate assessment results to provide a person centered report Identify and navigate critical decision points in the interpretive process Write efficiently yet effectively while enhancing the reader s experience Provide an accurate informative and readable assessment report Incorporate practical recommendations to address the referral concerns Expertly conducted assessments should culminate with a carefully constructed analysis that provides direction via clear communication Because this report will be used to inform treatment intervention and ultimately the client s quality of life it is critical that it provides clear informative guidance

in a way that readers can understand **Essentials of Assessment Report Writing** provides comprehensive guidelines for navigating through the report writing process

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

Advanced Topics in Forensic DNA Typing: Interpretation John M. Butler, 2014-07-28
Advanced Topics in Forensic DNA Typing Interpretation builds upon the previous two editions of John Butler s internationally acclaimed Forensic DNA Typing textbook with forensic DNA analysts as its primary audience Intended as a third edition companion to the Fundamentals of Forensic DNA Typing volume published in 2010 and Advanced Topics in Forensic DNA Typing Methodology published in 2012 this book contains 16 chapters with 4 appendices providing up to date coverage of essential topics in this important field Over 80 % of the content of this book is new compared to previous editions Provides forensic DNA analysts coverage of the crucial topic of DNA mixture interpretation and statistical analysis of DNA evidence Worked mixture examples illustrate the impact of different statistical approaches for reporting results Includes allele frequencies for 24 commonly used autosomal STR loci the revised Quality Assurance Standards which went into effect September 2011

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

Essentials of Assessment Report Writing Elizabeth O. Lichtenberger, Nancy Mather, Nadeen L. Kaufman, Alan S. Kaufman, 2012-06-12
Instructive guide to preparing informative and accurate assessment reports for a variety of individuals and settings Assessment reports are central to the diagnostic process and are used to inform parents clients and clinicians among others about academic problems personality functioning neuropsychological strengths and weaknesses behavioral problems and the like **Essentials of Assessment Report Writing** provides handy quick reference information using the popular **Essentials** format for preparing effective assessment reports This book is designed to help busy mental health professionals quickly acquire the knowledge and skills they need to write effective psychological assessment reports Each concise chapter features numerous callout boxes highlighting key concepts bulleted points and extensive illustrative material as well as test questions that help you gauge and reinforce your grasp of the information covered This practical guide focuses on efficiently and effectively communicating referral and background information appearance and behavioral observations test results and interpretation summary and diagnostic impressions and treatment recommendations The authors provide 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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UNIT I 1 Phonetic Symbols 2 Primary and Secondary Stresses 3 Rising and Falling Tones Intonation UNIT II 4 Time and Tenses 5 Direct and Indirect Speech UNIT III 6 Parts of Speech 7 Articles 8 Prepositions 9 Active and Passive Voice 10 Verbs Modals 11 Transformation of Sentences UNIT IV 12 Common Mistakes in English UNIT V 13 Report Writing 14 Letter Writing UNIT VI 15 Comprehension 16 Precis Writing 17 Paragraph Writing **Federal Probation** ,1977 Psychological Report Writing Assistant Gary Groth-Marnat,Ari Davis,2013-11-25 Expert Report Writing Software provides a step by step guide to writing clinically sound and rich psychological reports The Psychological Report Writing Assistant software is a highly interactive program that guides the report writer through all phases of writing a report that is comprehensive includes integrated interpretation uses everyday language and answers the referral questions Key features include A composition screen with links to resources to facilitate report writing Sample reports with links to guidelines on how to write sections of the report A comprehensive menu of treatment recommendations Search function to identify problem phrases with suggestions for alternative wording Compatible with Microsoft Windows Blending the best of science with an appreciation for the art of doing clinical work the accompanying guide Describes six core qualities of an optimal psychological report Provides an overview of cognitive neuropsychological personality psychoeducational and forensic reports Offers guidelines for formatting and completing various sections of a report Discusses recommendations for treatment and for tailoring the report to the individual Includes instructions for navigating the software Filling the need for an easy to use intuitive tool for organizing and writing relevant psychological reports Psychological Report Writing Assistant will help you quickly and easily create thorough and complete psychological reports

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