

FORMAL REPORT FORMATS

FORMAL REPORT USES

Various types of reports are employed in the engineering profession (e.g., memos, status reports, interim reports, final reports), but each category has a fairly standard format. This document presents a more formal report format. The *formal report* format might be used to report work performed on a long-term project, to present work performed for a client, or to present results for publication in technical journals. An example of a *formal report* is presented at this Web site (<http://www.weng.uwyo.edu/classes/mereff/>). This example embodies many of the concepts discussed in other Web site Reference Materials. Note, all reports in Mechanical Engineering (ME) classes should be "sent" with a **Letter of Transmittal** and formal reports should contain an **Informative Abstract**. These two items are of singular importance because they are common across all professions and used throughout technical written communication. Each requires clarity and brevity, and the **Letter of Transmittal** is also an exercise in solid, person-to-person communication. The **Letter of Transmittal** gives a record of what was submitted and gives the recipient concise information on what is contained in the report and what action is required. The **Informative Abstract** is a concise description of the background, the results, the conclusions, and recommendations of the report. The **Informative Abstract** is commonly used in research and allows readers to judge the pertinence and value of the report without reading the entire report. Both the **Letter of Transmittal** and the **Informative Abstract** should be considered as separate from the *formal report*, i.e. the *formal report* should be complete without either of these two components.

Letter of Transmittal

The **Letter of Transmittal**, in formal block format, sends the report, stating the report title, establishing the purpose of the report, informing or reminding the reader of who authorized the report, why and when the report was requested, what the main subject of the report is, who else contributed to the report, and what you want the reader to do. It is the first item the reader sees; therefore, it is placed *before* the enclosed report.

Informative Abstract

An **Informative Abstract** must be a *self-contained synopsis* of the report which *concisely* summarizes the objectives, procedure, pertinent results, and the inferred conclusions. The **Informative Abstract** includes introductory material to give the context of the work, and it is the *last* item that is written since its emphasis is on the results and conclusions. Students often have difficulty comprehending what constitutes a reasonable **Informative Abstract**. Some examples are therefore presented in the **Informative Abstract Examples** section of these guidelines. Often the author is required to provide **Keywords** that describe the subject matter of the report and are used by search engines. It should be noted that the **Title**, the **Informative Abstract**, and **Keywords** are very important in these days of electronic retrieval of archival materials. Readers of archival material may vary widely in background and be from diverse cultures. Great care should be exercised to make your **Informative Abstract** as precise, concise, and clear as possible.

FORMAL REPORT GUIDELINES

A formal report contains many of the same elements as the memo report, but includes more of the details as well as additional information. Informative abstracts, appendices and glossaries (Lists of Symbols) are not usually included in memo (short) reports, but are normally included in formal reports.

The Format Of A Formal Report

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The Elements of Academic Research Richard H. McCuen, 1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool

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 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 - Second Edition Paul MacRae, 2019-05-01 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

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sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated 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 Paul MacRae, 2015-03-03 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 Business Writer's Handbook, Eighth Edition** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2006-03-07 Contains nearly four hundred alphabetized entries that provide guidance for writing business documents such as brochures press releases resumes executive summaries proposals and reports and provides general advice on organizing researching writing revising grammar usage style and punctuation *The Business Communication Handbook* Judith Dwyer, Nicole Hopwood, 2019-07-18 The Business Communication Handbook 11e helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration the text is divided into five sections Communication foundations in the digital era Communication in the workplace Communication with customers Communication through documents Communication across the organisation Highlighting communication as a core employability skill the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications and empowers students to apply communication skills in real workplace settings Written holistically to help learners develop authentic communication related competencies from the BSB Training Package the text engages students with its visually appealing layout and full colour design student friendly writing style and range of activities

Interpretation, Critical Review and Reporting in Life Cycle Assessment Mary Ann Curran, 2023-09-26 This book discusses the phase Interpretation in an outstanding way According to the opinio communis within the LCA community Interpretation is classified as fourth phase of the LCA framework However referring to ISO 14040 this book defines Interpretation

according to its function in the LCA framework and this means that Interpretation has a much broader influence than generally accepted. It overarches goal and scope inventory analysis and impact assessment. Conclusions are drawn from the results of the inventory and the impact assessment and recommendations refer to the objective of the study, the goal and scope phase. Likewise to be considered are the defined framework conditions, the reasons for carrying out the study as well as the context of the intended applications and the target groups of the results. A second highlight of this book concerns Interpretation as discussed in conjunction with Critical Review and Reporting which is an outstanding approach. The relationship between interpretation and critical review can be seen in the fact that interpretation is a kind of structured preparation of a critical review. In practice, the performance of a critical review can be made much easier if the preparers of a life cycle assessment study very carefully follow the requirements that are specifically placed on the interpretation. Because the critical review is the independent quality control of an LCA, the results improve the credibility of reporting. The critical review helps to avoid text weaknesses and potential misunderstandings because these aspects will easier be realized by independent readers from different viewpoints. The reviewers thus also represent the first readership of a study and can help to ensure that the specific requirements for good and clear reporting of life cycle assessments are met. Sound reporting needs clear conclusions.

Common Core Curriculum Guide National Center for Educational Statistics, 1975

Evaluation Practice Elizabeth DePoy, Stephen Gilson, 2012-10-12 Evaluation Practice bridges the apparent gap between practice and research to present a logical systematic model to guide all professional thinking and action within the context of everyday professional life. Their framework embraces diverse theories, action and sets of evidence from a range of professional and disciplinary perspectives.

Development of Life Skills and Professional Practice (WBSCTE) Shalini Verma, Life skills are essentially individual abilities that help in promoting mental well being and competence in people to deal with the various situations in life. This book presents various aspects of life skills including communication, self analysis, self development and study habits. These are crucial elements in determining one's personal and professional growth. Developed in accordance with the new syllabus of the West Bengal Council of Technical Education and written in an interactive style, this course book will help the students inculcate the various life skills and enhance their acceptability and growth in this highly competitive world.

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Communication for Business and the Professions: Strategies and Skills Judith Dwyer, 2012-10-15 The comprehensive how to guide to preparing students for the demands they'll face on the job.

Dwyer thoroughly addresses the new media skills that employees are expected to have in today's business environment. Now titled *Communication for Business and the Professions: Strategies and Skills*, the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills. With new and updated content on social media and technology, Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples. Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it. This edition continues to provide a solid background in communication, stimulate critical thinking and promote active learning through a variety of features and activities.

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.

Harnessing the Power of Continuous Auditing Robert L. Mainardi, 2011-01-19 Written to help auditors jump start their organization's near real-time financial data monitoring and sharing capabilities, *Harnessing the Power of Continuous Auditing* provides step-by-step instruction on how to build, implement and manage a successful continuous auditing program. Taking concept to reality, author and internal audit expert Robert L. Mainardi presents auditors, company executives, business unit managers, practitioners and consultants with a complete road map to continuous auditing from start to finish. Beginning with a thorough definition of the subject, Mainardi debunks the various myths surrounding the process, including the most common misperception that the internal audit department must have the corresponding automated technology to support it, and includes numerous documented, proven techniques and instructions for more effective SOX work. A vital tool to enhance the auditor's skills and abilities, *Harnessing the Power of Continuous Auditing's* exhaustive coverage includes: The definition of continuous auditing; Where to begin; Methodology development; Preparing for continuous auditing; Root cause analysis; Action plans; Problem solving tools; Lessons learned; Selling continuous auditing; Conditions and challenges. This all-in-one handbook of practical execution provides much-needed accessible

guidance on everything business professionals need to know to conduct and implement a successful continuous audit in their organizations **Business Essentials** BPP Learning Media,2010-11-01 This course book takes the user through the entire strategy process starting with strategy formulation through strategic planning strategy evaluation and selection and finally to strategy implementation It draws on numerous established sources thus providing a well rounded and balanced account Features include summary diagrams worked examples and illustrations activities discussion topics chapter summaries and quick quizzes all presented in a user friendly format that helps to bring the subject to life *Managerial Communication* Jennifer R. Veltsos,Geraldine E. Hynes,2024-08-22 Managerial Communication focuses on communication skills and strategies that managers need to be successful in today s workplace Known for its holistic overview of communication and focus on managerial competencies it continues to be the market leader in the field The Ninth Edition provides coverage of current topics like managing hybrid and virtual teams ChatGPT and artificial intelligence and empathic listening **The New Office Professional's Handbook** American Heritage Dictionary,Houghton Mifflin Company,2001 Provides information on career development the online office document creation telecommunications business English business law information management and other topics **Communicative English For Engineers And Professionals** Bhatnagar Nitin,2010-09

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