

REPORT WRITING

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request.

Characteristics of an effective report

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request. There are many varieties of reports, but generally their function is to give an account of something, to answer a question, or to offer a solution to a problem.

An effective report is:

- Appropriate to its purpose and audience
- Accurate
- Logical
- Clear and concise
- Well organised with clear section headings.

Report structure

One important advantage that a report has over other written communication is that it follows a standardised format. This enables readers to find and focus on specific parts of information. Most reports are modelled on the following structure (modified where necessary).

1. Transmittal document
2. Title page
3. Table of contents
4. Abstract/Executive Summary
5. Introduction
6. Discussion
7. Conclusions
8. Recommendations
9. Bibliography.

Report writing procedure stage 1: Planning

Define the purpose:

- Read the brief carefully
- Identify key words
- Make sure you know what's really being asked

How To Write A Report Of An

Linda R. Timms



How To Write A Report Of An:

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 , 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

Sap: How to Write a Report Functional Specification Linda R. Timms, 2012-05-22 Author Linda Timms goes beyond the standard consulting guide to bring you constructive reliable advice for delivering effective complete professional functional specs on time Filled with plain English real world examples hints and tips SAP How to Write a Report Functional Specification provides the secrets you need to make a daunting task achievable Whether you are a SAP project team member seconded from the business unsure where to start with documenting business requirements a support analyst dealing with change requests and new requirements an offshore analyst consultant wanting to up your game get recognition for top quality work and stand out from the crowd anyone fresh out of a SAP academy or training course wanting to transition smoothly into a valuable project team member a graduate with one of the big management consulting firms wanting focussed reliable advice to help build your consulting career a junior consultant wanting to make a name for yourself as a professional productive good SAP resource an experienced consultant wanting to refresh your knowledge and maybe kick some bad habits a business analyst looking to move into the SAP arena a manager or team lead tasked with reviewing and signing off functional specs a project manager wanting to bring in best practices a technical analyst wanting to understand the functional side of SAP requirements SAP How to Write a Report Functional Specification is a comprehensive guide including a free downloadable functional specification template that will have you producing polished high caliber valuable report specifications in no time

A Step-By-Step Guide to Writing a School Report Mary Oluonye, 2014-11-18 Reading Level Grades 3 5 This three in one guide contains three separate guides to writing commonly assigned school reports How To Write A Report About A Country How To Write A Report About A Person and How To Write A Report About An Animal In lively conversational tone students are guided through the eight basic steps to writing a report choosing a topic the research process writing an outline and creating a bibliography Numerous examples are included to demonstrate each step Ideal for students in grades 3 5 and for parents who need a mini refresher in order to help their child write a successful school report

Writing a Report John Bowden, 2011 What is special about the text is that it is more than just how to write reports it gives

that extra really powerful information that can and often does make a difference This book is comprehensive in its detail and contents covering type style fonts writing style and even advice on binding and illustrations

The Writing Report Card, 1984-88 Arthur N. Applebee, 1990 Based on two national assessments of the writing proficiency of representative samples of students in grades 4 8 and 11 conducted during the school years ending in 1984 and 1988 this report assesses the informative persuasive and imaginative writing performance of the nation s students and tracks changes in performance over time The first three chapters of the report describe student performance on the informative persuasive and imaginative writing tasks included in the writing trend assessments based on the results of the primary trait and holistic analyses The fourth chapter summarizes trends in average task accomplishment for the nation and various demographic subpopulations In the fifth chapter trends in students grammar punctuation and spelling are discussed The sixth chapter discusses factors that appear to be related to writing performance such as students instructional experiences and home environment The report concludes that despite some progress on some tasks students writing performance across tasks remains low and has changed little across time The report also finds that the extent to which students at all grade levels value writing use it in their own lives and engage in writing process activities remains quite limited A procedural appendix and an appendix of data are attached RS

Report Writing Skills Training Course. How to Write a Report and Executive Summary, and Plan, Design and Present Your Report. an Easy Format for Writi Margaret Greenhall, 2010 Chapter 1 What makes an excellent report Chapter 2 Planning and Resources for your Report Chapter 3 Organizing your Report Chapter 4 Presentation of the Report Chapter 5 The finishing touches

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

Writing a Report John Bowden, 2011 Now in its 9th edition this extensively revised and updated handbook explains how you can write reports that will be Read without unnecessary delay Understood without undue effort Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing Preparation and planning Collecting and handling information Writing and revising Secondly at the creative side of report writing Achieving a good style and choosing the correct words Improving the overall appearance of reports And thirdly at 23 common types of report including Annual reports Appraisal reports Audit reports Minutes Progress reports Student project reports Technical reports There is also an extensive glossary and a selection of sample reports Contents List

of illustrations Preface to the ninth edition Acknowledgments Part 1 The practical side of report writing 1 Preparation and planning 2 Collecting and handling information 3 Writing and revising your report Part Two The creative side of report writing 4 A style guide to good report writing 5 The Correct Use of English 6 Improving the presentation of your report Part Three Some common types of report Accident reports Agendas for committee meetings Annual reports Appraisal reports Audit reports Comparative testing reports Duty notes reports Explanatory reports Feasibility reports Informative reports Instructional manuals Interview reports Investigation into the financial affairs of a company reports Minutes Process description reports Progress reports Scientific reports Student project reports Systems evaluation reports Technical reports Technological reports Trouble shooting reports Appendix 1 Harvard Referencing Appendix 2 Sample reports Glossary Resources Index Writing a Report John Bowden,1997-01 *How to Write Reports* Winward Prescott,1932 *Report of the Superintendent of Public Instruction* New Hampshire. Office of Superintendent of Public Instruction,1904 **Writing Report Card For The Nation And The States, NAEP 1998** ,1999 Report of the Royal Commission Upon the Duties of the Metropolitan Police, Together with Appendices Great Britain. Royal Commission on the Metropolitan Police,1908 *Report* Commonwealth Shipping Committee,1909 **Report of the Board of Trustees of Public Schools of the City of Washington** District of Columbia. Board of Trustees of Public Schools,1892 **Report** Texas. Adjutant General's Office,1911 Annual Report ... ,1904 **Report** Minnesota. Department of Public Instruction,Minnesota. Dept. of Education,1878 Report of the State Superintendent of Public Instruction Kansas. Department of Education,1881

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