

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.

Traditional Report Format Sections

Michael Hass, Jeanne Anne Carriere



Traditional Report Format Sections:

History of Accounting, Management, Business and Economics, Volume I Kıymet Tunca Çalıyurt, 2023-08-11 This book brings together works written by academics from all over the world on all aspects of business history accounting history management history economic history audit history tax history financial history and professional history Writing transferring and archiving historical knowledge allows future generations to take lessons from the past and make more informed decisions regardless of whether it is in politics society or business Historization can also be seen as the first step of institutionalization for private and governmental companies institutions professionals and states Institutionally managed historical activities decisions and results are accepted as a very important reference about the company for decision makers and stakeholders Additionally historization is used in the development and promotion of professions Historization of professions such as certified public accountants external auditors internal auditors economists tax experts certified fraud examiners and managers nationally and internationally has the potential to educate and motivate new entrants to such roles As such this book is a valuable read for business historians professionals in the field academics and students of business

Civil Engineer's Handbook of Professional Practice Karen Lee Hansen, Kent E. Zenobia, 2024-11-18 A single source guide to the professional practice of civil engineering Civil Engineer's Handbook of Professional Practice Second Edition assists students and practicing and professional engineers in addressing the many challenges they face This guide expands on the practical skills defined by the American Society of Civil Engineers ASCE's Civil Engineering Body of Knowledge CEBOK and provides illuminating techniques quotes example problems solutions case studies and valuable information that engineers encounter in the real world Including critical information on project management leadership and communication this powerful resource distills the Accreditation Board for Science and Technology's ABET's requirements for a successful career and licensure Due to the large amount of information that is presented in an easy to digest way this handbook enables civil engineers to be competitive at an international level building on their traditional strengths in technology and science while also providing the ability to master the business of civil engineering In this second edition readers will find Modern business topics such as design thinking affirmative action equal opportunity and diversity negotiation health and safety requirements construction management body language interpretation skills project management and scheduling Key discussions of executing a professional commission the engineer's role in project development professional engagement and ethics Updated examples of everyday challenges for civil engineers including defining the project establishing objectives and innovative approaches identifying resources and constraints preparing a critical path schedule quality control and orchestrating project delivery The latest applications of emerging technologies globalization impacts and new sustainability applications for civil engineers Examples of a civil engineering request for proposal and corresponding workplan and feasibility study technical report specification contracts and scheduling and cost control tools Providing comprehensive coverage and in depth guidance

from leading industry and academic professionals Civil Engineer s Handbook of Professional Practice Second Edition is a valuable reference for early career and experienced civil engineers alike It is also highly appropriate for upper level undergraduate and graduate courses in Professional Practice and Engineering Project Management Instructors have access to an instructor s manual via the book s companion website [The IABC Handbook of Organizational Communication](#)

Tamara Gillis,2006-04-20 The IABC Handbook of Organizational Communication is the fourth edition of the best selling resource that offers a comprehensive collection of practical knowledge and insights about effective corporate communication and its effect on organizational success With contributions from the leading experts in organizational business and corporate communications this invaluable resource examines each of the functional areas of organizational communication including internal communication public relations marketing and communication strategy This important book is written for communicators in organizations of all types large and small public and private for profit and not for profit The contributors demonstrate how these fields are changing and what the future holds This edition includes illustrative case studies and information on new topics such as globalization and crosscultural communication new technologies and employment patterns corporate responsibility research measurement and ROI and the virtual corporation [Report Writing for Criminal Justice Professionals](#)

Larry S. Miller,John T. Whitehead,2014-10-13 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50 75% of their time writing administrative and research reports Report Writing for Criminal Justice Professionals Fifth Edition provides practical guidance with specific writing samples and guidelines for providing strong reports Much of the legal process depends on careful documentation and the crucial information that lies within but most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition is updated to include timely information including extensive coverage of digital reporting updates on legal issues and privacy rights and expanded coverage of forensics and scientific reporting **Therapeutic Assessment with Adults**

Francesca Fantini,Filippo Aschieri,Raja M. David,Hale Martin,Stephen E. Finn,2022-06-23 This book is a comprehensive guide to Therapeutic Assessment TA with adults showing how to collaboratively engage clients in psychological testing to help them achieve major and long lasting change This guide clearly lays out each step of TA with adults including its rationale and detailed instructions on how to handle a range of clinical situations Additionally in part one the authors fully describe the development of TA its theoretical bases and the most up to date research on the model In the second part of the book the authors describe the structure and techniques of TA and illustrate each step with transcripts from a clinical case Further clinical illustrations help the reader understand how to conduct a TA with different types of clients including those from culturally diverse backgrounds This book is essential for all

clinicians therapists and trainees working with adult clients along with students in assessment courses

The Mature Student's Guide to Writing Jean Rose, 2012-07-26 Through its use of conversational and supportive tones this popular guide puts readers at ease assisting the transition to academic study With clear explanations summaries and exercises it is an invaluable companion for the mature student This third edition has much new content including a new chapter on writing a dissertation proposal

Report Writing for Criminal Justice Professionals Larry Miller, John Whitehead, 2017-09-14 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50 75 percent of their time writing administrative and research reports The information provided in these reports is crucial to the functioning of our system of justice *Report Writing for Criminal Justice Professionals Sixth Edition* provides practical guidance with specific writing samples and guidelines for providing strong reports Most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports *Report Writing for Criminal Justice Professionals* covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition includes updates to reference materials and citations as well as further supporting examples and new procedures in digital and electronic report writing

Action Research Craig A. Mertler, 2009 *Action Research Second Edition* introduces practicing teachers to the process of conducting classroom based action research The book's practicality stems from its focus on research methods and procedures that teachers can use with their everyday instructional practices and classroom activities Detailed practical information is included for teachers as they design and conduct applied classroom based research projects Features and Benefits *Action Research Portraits* 3 portraits in each chapter These portraits show how teachers and other educators can actually conduct action research in order to address their own specific local level problems Lists of online resources updated The comprehensive lists are comprised of Web sites that readers can pursue for additional related information Discussion of rigor in action research new This discussion communicates to the reader how to maintain the high level of rigor and validity in action research Writing Up Action Research Special sections titled Writing Up Action Research are included in Chapters 3 through 8 These sections provide annotated excerpts from published or otherwise disseminated action research reports highlighting specific concepts presented in each particular chapter

Introduction to Educational Research Craig A. Mertler, 2024-11-14 The Fourth Edition of *Introduction to Educational Research* by Craig A. Mertler guides readers through the steps of the research process to help them plan and execute research projects in educational settings With balanced coverage of qualitative and quantitative methods an emphasis on ethics and concrete applications of methods this text offers a practical presentation of the research process New to the Fourth Edition are more information on interviews throughout the book expanded coverage of qualitative research and a thoroughly updated chapter on action research Three current research articles are included as appendices to demonstrate qualitative quantitative and

mixed methods Comprehensive and student friendly Introduction to Educational Research uses conversational and nontechnical language to help students clearly understand and apply research concepts principles procedures and terminology

Premium List, Rules and Regulations for the ... Annual Exposition of the Industrial Association of Georgia Industrial Association of Georgia,1871

Writing Useful, Accessible, and Legally Defensible Psychoeducational Reports Michael Hass,Jeanne Anne Carriere,2014-04-07 PRACTICAL GUIDANCE ON WRITING USEFUL ACCESSIBLE AND LEGALLY DEFENSIBLE PSYCHOEDUCATIONAL REPORTS From clearly identifying reasons for referral to making recommendations based on assessment results Writing Useful Accessible and Legally Defensible Psychoeducational Reports offers practical guidance for creating reports that enhance the understanding of children and their strengths and challenges in order to better meet their educational and functional needs The authors offer step by step guidelines for developing an assessment plan in a collaborative process with parents teachers and other professionals choosing appropriate assessment and data collection tools gathering relevant information and providing clear and feasible individualized recommendations that directly respond to referral concerns in a format easily understood by parents and teachers Ideal for graduate students in school psychology school psychologists and other professionals in related fields who work with children in a school setting Writing Useful Accessible and Legally Defensible Psychoeducational Reports Provides specific suggestions for increasing the usefulness and accessibility of reports including readability positive phrasing and vocabulary Illustrates how to develop well formed questions and how to choose assessment tools to answer referral questions Reviews the legal mandates of report writing and discusses what must be included Demonstrates how to accurately document and integrate data from record review interviews observations and tests Discusses how the use of the referral based consultative assessment and report writing model can promote more active involvement in collaboration prevention and intervention Features numerous real world cases helpful checklists examples of question driven referral reports and a model interview protocol

Conducting Research in Human Geography Rob Kitchin,Nick Tate,2013-12-02 Reading this book is your first step to becoming a competent human geography researcher Whether you are a novice needing practical help for your first piece of research or a professional in search of an accessible guide to best practice Conducting Research in Human Geography is a unique and indispensable book to have at hand The book provides a broad overview of theoretical underpinnings in contemporary human geography and links these with the main research methodologies currently being used It is designed to guide the user through the complete research process whether it be a one day field study or a large project from the nurturing of ideas and development of a proposal to the design of an enquiry the generation and analysis of data to the drawing of conclusions and the presentation of findings

Retirement Plans for Individuals and Small Business Nicholas Kaster,Glenn Sulzer,2005-01-01

Annual Report to Congress 1994 of the Energy Information Administration, U.S. Department of Energy , *Toxic Chemical Release Inventory Reporting Form R and Instructions* ,2006 Contains forms and instructions for the

Form R and Form A that TRI Toxics Release Inventory submitters use each year to report toxic chemicals released into the land water or air

Assessment for Intervention, Second Edition Rachel Brown-Chidsey, Kristina J Andren, PsyD, Ncsp, Kristina J. Andren, 2015-03-03 Problem solving assessment is an essential component of multi tiered systems of support such as response to intervention RTI and positive behavioral interventions and supports PBIS This authoritative work provides a complete guide to implementing a wide range of problem solving assessment methods functional behavioral assessment interviews classroom observations curriculum based measurement rating scales and cognitive instruments Prominent experts demonstrate the key role of assessment throughout the process of supporting at risk students from identifying academic and behavioral problems to planning and monitoring interventions Several chapters include reproducible forms that can be downloaded and printed in a convenient 8 1/2 x 11 size New to This Edition Reflects current education policy and best practices Seminal chapter on problem solving by Stanley L Deno has been updated with a revised model All chapters now discuss assessment in the context of multi tiered systems of support Chapter on working with culturally and linguistically diverse learners Chapter on graphing student data See also Response to Intervention Second Edition by Rachel Brown Chidsey and Mark W Steege which provides step by step guidelines and practical tools for implementing RTI schoolwide

Dispute Settlement Reports 2004 World Trade Organization, 2006-05-04 The authorized paginated WTO Dispute Settlement Reports in English cases for 2004

Corporate Reporting Kevin Christopher Carduff, 2022-10-28 Volume 26 of Studies in the Development of Accounting Thought was written by the late Professor Kevin Christopher Carduff who taught at several institutions including Case Western Reserve University and the College of Charleston

Instructional Consultation Sylvia Rosenfield, 2013-10-14 Recent changes in policy and law along with advances in research are making it necessary for an increasing number of school psychologists special educators and teacher consultants to develop skills in areas other than psychoeducational assessment In response to this need many professionals and students are expanding their careers to include the field of instructional consultation the synthesis of school based consultation techniques and a solid knowledge of effective instructional practices This book examines the major themes of instruction and gives a step by step outline of the consultation process from referral to the final report Recent changes in policy and law along with advances in research are making it necessary for an increasing number of school psychologists special educators and teacher consultants to develop skills in areas other than psychoeducational assessment In response to this need many professionals and students are expanding their careers to include the field of instructional consultation the synthesis of school based consultation techniques and a solid knowledge of effective instructional practices This book examines the major themes of instruction and gives a step by step outline of the consultation process from referral to the final report

Principia Intellegentia: The Principals Governing Human and Machine Intelligence Roger Kingdon, 2009-07-14 Principia Intellegentia makes the case for considering the phenomenon of intelligence in humans to be

entirely bound up with their individual ability to learn. It does this by setting out a high level description of how humans learn and then showing how this description for many aspects of the human condition. In addition, Principia Intellegentia makes the case for applying this same description to the design of learning algorithms for automated computing machines, thereby addressing the greatest intellectual challenge of our age: the quest for artificial intelligence. This book is a scientific monograph that describes original contributions to a wide variety of fields including neuroscience, psychology, sociology, artificial intelligence, and the philosophy of science. However, it has been written in a style that makes it accessible to the intelligent non-expert such that it may be classified as popular science. This combination invites comparison with great works of mass appeal such as *The Origin of species*, *The Golden Bough*, and *The Structure of Scientific Revolutions*.

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