

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.

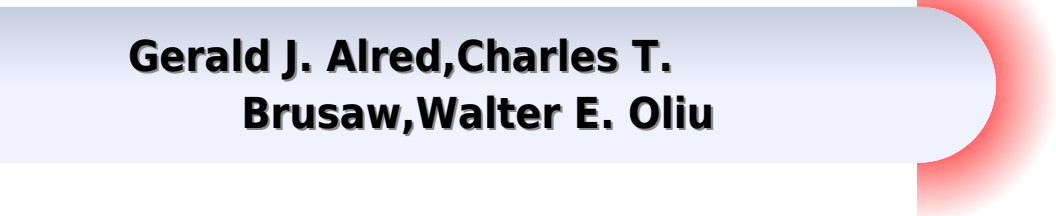
1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The 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.

The Format Of A Formal Report

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



The Format Of A Formal Report:

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

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 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

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

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 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 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 *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

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 *Managerial Communication* Jennifer R. Veltsos, Geraldine E. Hynes, 2024-09-10
 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.

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:
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 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.

Basic Business and Administrative Communication Elizabeth C. Annan-Prah, 2015-07-25
 This book, *Basic Business and Administrative Communication*, is written with the ultimate aim of providing readers with basic business communication and administrative concepts. The book considers communication as a vital tool to the success of every business and therefore presents in-depth coverage of the following topics:
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 Context levels
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 Non-verbal communication
 Listening in business communication
 Essentials of effective business writing
 Written communication
 Job hunting: preparing resumes and interview guidelines
 Meetings as an administrative function in organisations
 Requisites of valid meetings
 Roles of the secretary and chairperson at meetings
 Report writing
 The role of information communication technology in business communication
 The author recognises the importance of skill development and provides practical examples of business documents such as business letters, memos, and itineraries that readers can follow to create their own to maximise their effectiveness and contribute to organisational success. The book is essential reading material for undergraduate and higher national diploma business students.

Planning and Organizing Business Reports Dorinda Clippinger, 2016-07-08
 This book emphasizes the importance of planning reports to ensure they

do what you the writer or presenter want them to do Inside the reader will discover useful information to make reports more effective including the steps involved to plan written and oral report presentations for individuals as well as teams models for ethical reporting exclusive tips for preparing webinars well thought out steps for preparing a research proposal and so much more Numerous examples helpful illustrations and a concise writing style let you acquire vital information rapidly and each chapter ends with a convenient checklist In Planning and Organizing Business Reports you have a how to guide for the various types of reports you will need to generate throughout your career The Process of Investigation Charles A. Sennewald, John Tsukayama, 2014-12-30 The Process of Investigation Fourth Edition addresses the needs of today s private sector investigative professional by providing a full spectrum treatment of the investigative process from case inception and investigative strategy selection to executing complex investigative techniques to creating reports useful for corporate legal and prosecutorial purposes Continuing in the tradition of its previous editions The Process of Investigation Fourth Edition covers essential topics overlooked in books on the public aspects of investigation Investigative skills such as surveillance techniques interviewing and interrogation collecting and documenting evidence and taking confessions and written statements are all discussed and supplemented with updated case studies and examples from the authors own professional experiences Teaches the fundamentals of the investigative process and serves as a valuable reference tool for both the student and the professional Experienced professionals can brush up on seldom used specialty skills and reconsider existing methods and approaches Includes a new chapter on discrimination investigations *Communication Skills* Mr. Rohit Manglik, 2024-07-24 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

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