

Writing Informal Reports

Format

Memo header

To: (name and title of target audience)

From: (name and title of writer: remember to sign or initial if it isn't an electronic submission)

Date:

RE:

CC: (distribution list when necessary)

Introduction [No heading necessary]

Discussion sections [Use headings provided in the outline attachment of the syllabus]

Conclusion [Reflection is the content]

Parts of an informal report

Reports are written for many different reasons and use two basic formats. One is the long or formal report and the short or informal report. But EVERY report, like every letter, essay, or article has 3 main parts: Introduction, Discussion sections, Conclusion. These reports follow the same format as the memo but are longer and more comprehensive. Because they are longer than one or two pages, reports also include such formatting elements as headings, bulleted or numbered lists, and graphs and charts or tables.

Introduction

The introductory section includes 3 parts:

1. a statement of the problem or situation,
2. the task assigned to the writer and the scope of the project.
3. purpose of the report and forecasts for the reader the topics of the report.

(PLEASE REFER TO OUTLINE SECTION I. INTRODUCTION)

Finally, when appropriate, the introduction ends with the conclusion or recommendation reached by the writer.

Discussion Sections

Another aspect of report writing that is somewhat different from other business communications is the reading patterns of various audiences. Remember that most memos and reports have a target audience, but a number of secondary audiences who must be accommodated. Some of the readers will skim the report. In other words, the report, particularly the discussion sections, may not be read in a linear way—from the first word progressing to the last. Therefore, the writer must be certain the report is comprehensible when read in that manner. Each section must work together as part of the whole report, but a reader should be able to read one section and understand the context. Anytime you use a list, or graphic or visual representation, you should introduce that list or visual and explain its purpose to the audience.

(PLEASE REFER TO OUTLINE SECTIONS II-VI)

Format Of Report Writting

Saxena Raina



Format Of Report Writing:

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 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 , Applied Eng Grammar-07 Saxena Raina, Grammar and Chairperson National Progressive Schools Conference Raina Saxena has over 40 years of teaching experience in international schools including The British School and Lycee de Francais Delhi She believes in a holistic approach to learning and explores every avenue to bring substance into her teachings Esha Bakhshi Shaunik has over 35 years of teaching experience in many prestigious schools including The Shriram School and G D Goenka Public School Delhi She has taught English and Social Studies and has also authored textbooks for the primary school students

Report Writing Peter Rumbelow,1981 **Handbook for Special Agents, Form #09.032** Sovereignty Education and Defense Ministry (SEDM),2020-02-06 IRS MT 9781 Disclaimer <https://sedm.org/disclaimer.htm> Pursuant to the Copyright Act 17 U S C 105 the government may not copyright any of its work products For reasons why NONE of our materials may legally be censored and violate NO Google policies see https://sedm.org/why_our_materials_cannot_legally_be_censored

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

CIMA T4 BPP Learning Media,2012-08-01 Suitable for exams in 2012 and 2013The TOPCIMA Study Text is an excellent place to begin preparing for the TOPCIMA Case Study exam This workbook contains exercises and analysis from previous exam papers questions put to examiners CIMA s assessment methodology and previous case study examples to help you understand how to approach the exam questions The key to passing the exam is preparation and practise Work through the questions in the Study Text to begin preparing before CIMA issues the pre seen data and then practice detailed questions based on the pre seen data in the TOPCIMA Express Kit

Research Methods in Psychology Paul G. Nestor,Russell K. Schutt,2018-10-05 The authors are proud sponsors of the 2020 SAGE Keith Roberts Teaching Innovations Award enabling graduate students and early career faculty to attend the annual ASA pre conference teaching and learning workshop Research Methods in Psychology Investigating Human Behavior draws on fascinating stories to illustrate the entire research process within a unifying conceptual framework Bestselling authors Paul G Nestor and Russell K Schutt present a clear and comprehensive introduction to the logic and techniques of

research methods in psychology by employing a unique combination of two distinct yet complementary pedagogical techniques First chapters designed for experiential hands on studies put the student in the roles of researcher participant and consumer to bring concepts to life Second the findings of cognitive science guide the text in a way that is most conducive to learning This novel approach serves as an effective way to make the world of psychological research fun and rewarding for students in addition to allowing them to gain the foundational knowledge they need to design conduct and present research

TOPCIMA Paper T4 TEST OF PROFESSIONAL COMPETENCE IN MANAGEMENT ACCOUNTING Study Text for 2011-2012 BPP Learning Media,2011-08-01 BPP Learning Media s Study Text for TOPCIMA will help you pass CIMA s Test of Professional Competence in Management Accounting case study exam In preparing the Text we have taken note of past papers questions put to the examiners the assessment methodology and previous case study exams The key to the case is to prepare and to practise Prepare by working through this Study Text before CIMA issues the pre seen data Later practise with the BPP Learning Media TOPCIMA Toolkit that is written around the real pre seen data The Toolkit contains analyses and exercises to get you thinking as well as a number of mock unseen to get you ready for the real thing **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 delayA Understood without undue effortA Accepted and where applicable acted uponDivided into three parts the book looks in detail firstly at thepractical side of report writing A Preparation and planningA Collecting and handling informationA Writing and revisingSecondly at the creative side of report writing A Achieving a good style and choosing the right wordsAnd thirdly at 23 common types of report including A Annual reportsA Appraisal reportsA Audit reportsA MinutesA Progress reportsA Student project reportsA Technical reportsThere is also an extensive glossary and a selection of sample reports *Specialty Competencies in Clinical Neuropsychology* Greg J. Lamberty,Nathaniel W. Nelson,2012-03-05 Whereas the roots of the clinical neuropsychology specialty can be found in fields over a century old it has grown very rapidly during the past thirty years Doctoral programs in clinical psychology and predoctoral internship programs have developed concentrations in this area as the need for postdoctoral training in this specialty has become increasingly acknowledged Typically thought of as the clinical and empirical study of brain behavior relationships clinical neuropsychology is firmly grounded in psychology behavioral neurology psychiatry psychometrics and statistics In this volume Drs Lamberty and Nelson provide a comprehensive overview of the foundational and functional competencies related to the broad field of clinical neuropsychology The authors distill not only the most important dimensions of the current science and practice but also delineate important future directions and challenges Anyone interested in obtaining an extensive survey of the extant literature related to this specialty as well as insider knowledge on important professional issues will find this volume to be an invaluable resource Series in Specialty Competencies in Professional Psychology Series Editors Arthur M Nezu and Christine Maguth Nezu As the field of psychology continues to grow and new specialty areas

emerge and achieve recognition it has become increasingly important to define the standards of professional specialty practice Developed and conceived in response to this need for practical guidelines this series presents methods strategies and techniques for conducting day to day practice in any given psychology specialty The topical volumes address best practices across the functional and foundational competencies that characterize the various psychology specialties including clinical psychology cognitive and behavioral psychology school psychology geropsychology forensic psychology clinical neuropsychology couples and family psychology and more Functional competencies include common practice activities like assessment and intervention while foundational competencies represent core knowledge areas such as ethical and legal issues cultural diversity and professional identification In addition to describing these competencies each volume provides a definition description and development timeline of a particular specialty including its essential and characteristic pattern of activities as well as its distinctive and unique features Written by recognized experts in their respective fields volumes are comprehensive up to date and accessible These volumes offer invaluable guidance to not only practicing mental health professionals but those training for specialty practice as well Communicating in Business Richard A. Hatch,1977

Marketing Research & Consumer Behaviour P Saravanavel,2009-11-01 This book is designed for the students of M A M Sc M Com and M B A with the purpose of blending both concepts and applications from the field of consumer behaviour and most importantly jargon has been avoided **Style Guides for Technical Reports, Journal Articles, Dissertations, Term Papers, Publications, Theses** University of California, Santa Barbara. Library,1981 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 Contemporary Business Communication Scot Ober,2000-05-09 Students don t have to be convinced of the need for competent communication skills By the time they enter business communication classes students know enough about the business environment to appreciate the critical role communication plays in the contemporary organization they re also aware of the role communication will play in helping them secure an internship or get a job and be successful at work To sustain this inherent interest students need a textbook that is current fast paced and interesting just like business itself Thus a major objective of the book is to present comprehensive coverage of real world concepts in an interesting and lively manner This edition has been extensively revised to provide students with the skills they need to communicate effectively in the complex and ever changing contemporary

work environment The revision was based on helpful feedback received from the current users around the country and indeed around the English speaking world changes in the discipline and especially changes in the workplace itself The following discussion highlights the features of this complete learning and teaching system Business communication in context technology centered Work team communication Spotlights on contemporary issues The 3Ps problem process and product model Annotated models and checklists basic skills first Unprecedented instructor support Additional student support materials Pref

Reading Writers Im Ta Pow Tool McMurrey, McMurrey, 2001-10 Contains teaching tips syllabus planning and lesson organization The Massachusetts register ,1993-01-15 **"Code of Massachusetts regulations, 2015"** ,2015 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "Code of Massachusetts regulations, 2012" ,2012 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

Uncover the mysteries within Explore with is enigmatic creation, Embark on a Mystery with **Format Of Report Writting** . This downloadable ebook, shrouded in suspense, is available in a PDF format (*). Dive into a world of uncertainty and anticipation. Download now to unravel the secrets hidden within the pages.

<https://equityfwd2024.radcampaign.com/results/publication/index.jsp/introduction%20to%20surgery.pdf>

Table of Contents Format Of Report Writting

1. Understanding the eBook Format Of Report Writting
 - The Rise of Digital Reading Format Of Report Writting
 - Advantages of eBooks Over Traditional Books
2. Identifying Format Of Report Writting
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Format Of Report Writting
 - User-Friendly Interface
4. Exploring eBook Recommendations from Format Of Report Writting
 - Personalized Recommendations
 - Format Of Report Writting User Reviews and Ratings
 - Format Of Report Writting and Bestseller Lists
5. Accessing Format Of Report Writting Free and Paid eBooks
 - Format Of Report Writting Public Domain eBooks
 - Format Of Report Writting eBook Subscription Services
 - Format Of Report Writting Budget-Friendly Options
6. Navigating Format Of Report Writting eBook Formats

- ePub, PDF, MOBI, and More
- Format Of Report Writing Compatibility with Devices
- Format Of Report Writing Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Format Of Report Writing
 - Highlighting and Note-Taking Format Of Report Writing
 - Interactive Elements Format Of Report Writing
- 8. Staying Engaged with Format Of Report Writing
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Format Of Report Writing
- 9. Balancing eBooks and Physical Books Format Of Report Writing
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Format Of Report Writing
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Format Of Report Writing
 - Setting Reading Goals Format Of Report Writing
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Format Of Report Writing
 - Fact-Checking eBook Content of Format Of Report Writing
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

Format Of Report Writting Introduction

In today's digital age, the availability of Format Of Report Writting books and manuals for download has revolutionized the way we access information. Gone are the days of physically flipping through pages and carrying heavy textbooks or manuals. With just a few clicks, we can now access a wealth of knowledge from the comfort of our own homes or on the go. This article will explore the advantages of Format Of Report Writting books and manuals for download, along with some popular platforms that offer these resources. One of the significant advantages of Format Of Report Writting books and manuals for download is the cost-saving aspect. Traditional books and manuals can be costly, especially if you need to purchase several of them for educational or professional purposes. By accessing Format Of Report Writting versions, you eliminate the need to spend money on physical copies. This not only saves you money but also reduces the environmental impact associated with book production and transportation. Furthermore, Format Of Report Writting books and manuals for download are incredibly convenient. With just a computer or smartphone and an internet connection, you can access a vast library of resources on any subject imaginable. Whether you're a student looking for textbooks, a professional seeking industry-specific manuals, or someone interested in self-improvement, these digital resources provide an efficient and accessible means of acquiring knowledge. Moreover, PDF books and manuals offer a range of benefits compared to other digital formats. PDF files are designed to retain their formatting regardless of the device used to open them. This ensures that the content appears exactly as intended by the author, with no loss of formatting or missing graphics. Additionally, PDF files can be easily annotated, bookmarked, and searched for specific terms, making them highly practical for studying or referencing. When it comes to accessing Format Of Report Writting books and manuals, several platforms offer an extensive collection of resources. One such platform is Project Gutenberg, a nonprofit organization that provides over 60,000 free eBooks. These books are primarily in the public domain, meaning they can be freely distributed and downloaded. Project Gutenberg offers a wide range of classic literature, making it an excellent resource for literature enthusiasts. Another popular platform for Format Of Report Writting books and manuals is Open Library. Open Library is an initiative of the Internet Archive, a non-profit organization dedicated to digitizing cultural artifacts and making them accessible to the public. Open Library hosts millions of books, including both public domain works and contemporary titles. It also allows users to borrow digital copies of certain books for a limited period, similar to a library lending system. Additionally, many universities and educational institutions have their own digital libraries that provide free access to PDF books and manuals. These libraries often offer academic texts, research papers, and technical manuals, making them invaluable resources for students and researchers. Some notable examples include MIT OpenCourseWare, which offers free access to course materials from the Massachusetts Institute of Technology, and the Digital Public Library of America, which provides a vast collection of digitized books and historical documents. In conclusion, Format Of Report Writting books and manuals for download have transformed the way we access

information. They provide a cost-effective and convenient means of acquiring knowledge, offering the ability to access a vast library of resources at our fingertips. With platforms like Project Gutenberg, Open Library, and various digital libraries offered by educational institutions, we have access to an ever-expanding collection of books and manuals. Whether for educational, professional, or personal purposes, these digital resources serve as valuable tools for continuous learning and self-improvement. So why not take advantage of the vast world of Format Of Report Writting books and manuals for download and embark on your journey of knowledge?

FAQs About Format Of Report Writting Books

What is a Format Of Report Writting PDF? A PDF (Portable Document Format) is a file format developed by Adobe that preserves the layout and formatting of a document, regardless of the software, hardware, or operating system used to view or print it. **How do I create a Format Of Report Writting PDF?** There are several ways to create a PDF: Use software like Adobe Acrobat, Microsoft Word, or Google Docs, which often have built-in PDF creation tools. Print to PDF: Many applications and operating systems have a "Print to PDF" option that allows you to save a document as a PDF file instead of printing it on paper. Online converters: There are various online tools that can convert different file types to PDF. **How do I edit a Format Of Report Writting PDF?** Editing a PDF can be done with software like Adobe Acrobat, which allows direct editing of text, images, and other elements within the PDF. Some free tools, like PDFescape or Smallpdf, also offer basic editing capabilities. **How do I convert a Format Of Report Writting PDF to another file format?** There are multiple ways to convert a PDF to another format: Use online converters like Smallpdf, Zamzar, or Adobe Acrobats export feature to convert PDFs to formats like Word, Excel, JPEG, etc. Software like Adobe Acrobat, Microsoft Word, or other PDF editors may have options to export or save PDFs in different formats. **How do I password-protect a Format Of Report Writting PDF?** Most PDF editing software allows you to add password protection. In Adobe Acrobat, for instance, you can go to "File" -> "Properties" -> "Security" to set a password to restrict access or editing capabilities. Are there any free alternatives to Adobe Acrobat for working with PDFs? Yes, there are many free alternatives for working with PDFs, such as: LibreOffice: Offers PDF editing features. PDFsam: Allows splitting, merging, and editing PDFs. Foxit Reader: Provides basic PDF viewing and editing capabilities. How do I compress a PDF file? You can use online tools like Smallpdf, ILovePDF, or desktop software like Adobe Acrobat to compress PDF files without significant quality loss. Compression reduces the file size, making it easier to share and download. Can I fill out forms in a PDF file? Yes, most PDF viewers/editors like Adobe Acrobat, Preview (on Mac), or various online tools allow you to fill out forms in PDF files by selecting text fields and entering information. Are there any restrictions when working with PDFs? Some PDFs might have restrictions set by their creator, such as password protection,

editing restrictions, or print restrictions. Breaking these restrictions might require specific software or tools, which may or may not be legal depending on the circumstances and local laws.

Find Format Of Report Writting :

introduction to surgery

introduction to the humanities a study guide second edition by

introduction to the original isshinryu karate system

introduction to molecular beam gas dynamics

introduction to management accounting chapters 1 to 19 study guide

introduction to vector analysis

introduction to statistical analysis a semiprogrammed approach

introduction to yoruba history

~~introduction to system design using integrated circuits~~

introduction to the physics and psychophysics of music

introduction to logic.

~~introduction to the work of bion classical psychoanalysis and its applications~~

introduction to manufacturing processes and materials

introduction to psychology pb 2000

introduction to the mechanics of viscous fluids. {h.r.w. series in mechanical engineering

Format Of Report Writting :

The Paint Effects Bible: 100 Recipes for Faux Finishes This is the ultimate 'cookbook' for redecorating with paint. Within the guide you'll find 100 paint finish techniques with great illustrations, very EASY to ... The Paint Effects Bible: 100 Recipes for Faux Finishes The Paint Effects Bible: 100 Recipes for Faux Finishes by Skinner, Kerry - ISBN 10: 1552977188 - ISBN 13: 9781552977187 - Firefly Books - 2003 - Softcover. The Paint Effects Bible: 100 Recipes for Faux Finishes A paint-effects directory covers 100 faux finishes, all of which are clearly illustrated with step-by-step instructions, and cover a wide range of traditional ... The Paint Effects Bible: 100 Recipes for Faux Finishes The Paint Effects Bible: 100 Recipes for Faux Finishes written by Kerry Skinner. Published by Firefly Books in April 2003. This item is a RingBound edition. The paint effects bible : 100 recipes for faux finishes Jan 27, 2020 — Publication date: 2003. Topics: House painting, Texture painting, Finishes and

finishing, Decoration and ornament. The Paint Effects Bible: 100 Recipes for... This is a goog book to have. For amateurs like me this book breaks methods down to a step by step illustrated and recipes for paint effects and faux finishes. The Paint Effects Bible: 100 Recipes for Faux Finishes by ... The Paint Effects Bible: 100 Recipes for Faux Finishes by Skinner, Kerry ; Condition. Good ; Quantity. 4 available ; Item Number. 195249555949 ; Binding. Spiral- ... The Paint Effects Bible: 100 Recipes for Faux Finishes Jan 1, 2003 — Read 2 reviews from the world's largest community for readers. The Paint Effects Bible is a library of faux 100 of them. The Paint Effects Bible: 100 Recipes for Faux Finishes ... Aug 30, 2012 — The Paint Effects Bible: 100 Recipes for Faux Finishes (Paperback). By Kerry Skinner. \$9.98. This title is likely unavailable. Email or call ... The Paint Effects Bible 100 Recipes Faux Finishes Kerry ... The Paint Effects Bible 100 Recipes Faux Finishes Kerry Skinner Spiral Hardcover ; Condition. Good ; Quantity. 1 available ; Item Number. 265908632883 ; Book Title. Applied Mechanics for Engineering Technology Applied Mechanics for Engineering Technology (8th International Edition). Keith M. Walker. Applied Mechanics for Engineering Technology Keith M. ... Keith M. Walker. 543. Index. Page 6. Introduction. OBJECTIVES. Upon ... text,. From Chapter 1 of Applied Mechanics for Engineering Technology Eighth Edition. Applied Mechanics for Engineering Technology (8th ... Walker Applied Mechanics for Engineering Technology (8th International ... Keith M. Walker. Published by Pearson, 2007. International Edition. ISBN 10 ... Applied Mechanics for Engineering Technology - Hardcover Walker, Keith ... Featuring a non-calculus approach, this introduction to applied mechanics book combines a straightforward, readable foundation in underlying ... Applied Mechanics for Engineering Technology 8th Edition ... Walker Applied Mechanics for Engineering Technology (8th Edition) Keith M. ... Walker Doc Applied Mechanics for Engineering Technology (8th Edition) by Keith M. Applied Mechanics for Engineering Technology | Rent Authors: Keith M Walker, Keith Walker ; Full Title: Applied Mechanics for Engineering Technology ; Edition: 8th edition ; ISBN-13: 978-0131721517 ; Format: Hardback. Applied Mechanics for Engineering Technology Featuring a non-calculus approach, this introduction to applied mechanics book combines a straightforward, readable foundation in underlying physics ... Applied Mechanics for Engineering Technology Keith M. Walker. Affiliation. Upper Saddle River ... Instructors of classes using Walker, Applied Mechanics for Engineering Technology, may reproduce material ... Applied Mechanics for Engineering Technology by Keith ... Applied Mechanics for Engineering Technology by Keith Walker (2007, Hardcover) · Buy It Now. Applied Mechanics for Engineering Technology 8e by Keith M. Walker ... Keith M Walker | Get Textbooks Books by Keith Walker. Applied Mechanics for Engineering Technology(8th Edition) The Magic of Psychograms: New Way... by Hitchcock, Helyn The mystical Psychograms revealed within these pages work like magic to solve your problems and attract all of the good things in life, states the author. The Magic of Psychograms: New Way to Power and ... The Magic of Psychograms: New Way to Power and Prosperity (BN 4016) ... Select Format. Hardcover - \$41.94. The magic of psychograms : new way to power and ... Apr 5, 2013 — The magic of psychograms : new way to power and prosperity ; Publication date: 1975 ; Topics:

Occultism, Parapsychology, Success ; Publisher: West ... The Magic of Psychograms: New Way to Power and ... The Magic of Psychograms: New Way to Power and Prosperity by Hitchcock, Helyn - ISBN 10: 0135453437 - ISBN 13: 9780135453438 - Parker Pub. The Magic of Psychograms: New Way to Power and ... The Magic of Psychograms: New Way to Power and Prosperity. Helyn Hitchcock. 5.00. 2 ratings0 reviews. Want to read. Buy on Amazon. Rate this book. The Magic of Psychograms: New Way to Power... The Magic of Psychograms: New Way to Power... by Helyn Hitchcock. \$39.69. Format: Hardcover. Condition: Good. Quantity: 1. 1 available. Add to Cart. The magic of psychograms : new way to power and ... The magic of psychograms : new way to power and prosperity ; Author: Helyn Hitchcock ; Edition: View all formats and editions ; Publisher: Parker Pub. Co., West ... The Magic of Psychograms: New Way to Power and ... The Magic of Psychograms: New Way to Power and Prosperity ; EAN. 9780135453438 ; Accurate description. 5.0 ; Reasonable shipping cost. 5.0 ; Shipping speed. 5.0. The Magic of Psychograms - Helyn Hitchcock The Magic of Psychograms: New Way to Power and Prosperity. Author, Helyn Hitchcock. Publisher, Parker Publishing Company, 1975. ISBN, 0135453437, 9780135453438. The Magic of Psychograms: New Way to Power and ... The Magic of Psychograms: New Way to Power and Prosperity by Helyn Hitchcock isbn: 0135453437. isbn13: 9780135453438. author: Helyn Hitchcock.