

Part I

At some point during your academic or professional career, you may be required to write a report. Reports serve several functions. They may be used to communicate information within an organization upwards to senior management, downwards to staff, or externally to government regulators. They can also serve a persuasive role to get management motivated to take a desired action, support a project, or approve an investment decision. This handout will provide you with an outlined structure for writing reports. After reading this handout you should be able to

- Identify the purpose of a report and the needs of your audience
- Distinguish between informational and analytical reports
- Develop an effective report structure
- Decide on what language and level of detail is appropriate for your target audience
- Apply an appropriate degree of formality to your report
- Determine if the direct or indirect method is appropriate for your target audience
- Create headings, transitions, and graphics to enhance your report's readability

Preparing and Planning: the Audience and the Purpose

The first thing you must do when writing a report is determine why and for whom you are writing. You may be trying to relay requested information to your boss, or you may make an unsolicited proposal to a financial officer for an investment that will reduce cost. You may be asked to investigate an on-the-job accident, or you may have to explain why a project has fallen behind schedule. The purpose and audience of your report will determine the use of language, the degree of formality, the method of delivery, the structure, and the type of report.

For now, let's focus on the different types of reports. The most common types include

Periodic reports – communicate the activities of an ongoing operation at equal and regular intervals. For example, someone might write a quarterly sales report at a retail store.

Trip and conference reports – communicate experiences, details, and knowledge gained from attending activities outside of an organization. For example, an employee that spends a weekend attending a training seminar may be asked to communicate the experience to peers in an effort to share knowledge.

Progress reports - update management or a supervisor on the progress of a project or a process. Examples include reports that communicate the development of a building site or steps that are being taken to adhere to regulation.

Investigative reports – seek to find answers to predetermined questions. A sample report found in a separate handout, for example, answers the question “what is the relationship between the TSX Composite Index and the energy sector?”

Example Of A Good Report

**Church of Scotland. Foreign Mission
Committee**



Example Of A Good Report:

Annual Report Ontario. Department of Agriculture and Food,1896 *Annual Report on the Public Schools in the Province of British Columbia* British Columbia. Superintendent of Education,1919 **Report of the President of Harvard College and Reports of Departments** Harvard University,1906 Annual Report of the State Board of Health of Massachusetts Massachusetts. State Board of Health,1896 *The Code of Federal Regulations of the United States of America* ,1973 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government **Twelfth Annual Report of the Commissioner of Labor 1897** ,1898 *Code of Federal Regulations* ,1980 Annual Report of the Commissioner of Labor United States. Bureau of Labor,1898 Report Dairymen's Association of the Province of Québec,1918 **Official Reports of the Debates of the House of Commons of the Dominion of Canada** Canada. Parliament. House of Commons,1930 **Reports and Minutes of Evidence** Great Britain. Royal Commission on the Poor Laws and Relief of Distress,1909 **Annual Progress Report** Geological Survey of Western Australia,1915 **Annual Report - Geological Survey of Western Australia** Geological Survey of Western Australia,1914 *Annual Report* Illinois Farmers' Institute,1900 Contains Proceedings of the 24th 36th annual meeting together with reports of Institute work **Annual Report of the Secretary** Massachusetts. State Board of Agriculture,1873 **Annual Report and Proceedings of the Annual Conference** National Council on Crime and Delinquency,1920 **Reports of the Foreign Mission Committee and the Women's Association for Foreign Missions** Church of Scotland. Foreign Mission Committee,1910 **Annual Report of the Secretary of the State Board of Agriculture of the State of Michigan, for the Year ...** Michigan. State Board of Agriculture,1876 Report on the Agricultural Department, Montserrat Montserrat. Agricultural Dept,1916
Reports and Awards ... United States Centennial Commission,1877

Unveiling the Power of Verbal Artistry: An Emotional Sojourn through **Example Of A Good Report**

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Example Of A Good Report Introduction

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