

Part 1

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**

In some sort of inundated with screens and the cacophony of quick interaction, the profound power and emotional resonance of verbal beauty usually diminish into obscurity, eclipsed by the continuous assault of sound and distractions. Yet, set within the musical pages of **Example Of A Good Report**, a captivating function of fictional brilliance that impels with organic emotions, lies an unforgettable journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, that magical opus books visitors on an emotional odyssey, lightly exposing the latent possible and profound influence embedded within the complicated web of language. Within the heart-wrenching expanse of the evocative analysis, we can embark upon an introspective exploration of the book's main styles, dissect their charming publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers' souls.

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Table of Contents Example Of A Good Report

1. Understanding the eBook Example Of A Good Report
 - The Rise of Digital Reading Example Of A Good Report
 - Advantages of eBooks Over Traditional Books
2. Identifying Example Of A Good Report
 - 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 Example Of A Good Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from Example Of A Good Report

- Personalized Recommendations
- Example Of A Good Report User Reviews and Ratings
- Example Of A Good Report and Bestseller Lists

5. Accessing Example Of A Good Report Free and Paid eBooks

- Example Of A Good Report Public Domain eBooks
- Example Of A Good Report eBook Subscription Services
- Example Of A Good Report Budget-Friendly Options

6. Navigating Example Of A Good Report eBook Formats

- ePUB, PDF, MOBI, and More
- Example Of A Good Report Compatibility with Devices
- Example Of A Good Report Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Example Of A Good Report
- Highlighting and Note-Taking Example Of A Good Report
- Interactive Elements Example Of A Good Report

8. Staying Engaged with Example Of A Good Report

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Example Of A Good Report

9. Balancing eBooks and Physical Books Example Of A Good Report

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Example Of A Good Report

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Example Of A Good Report

- Setting Reading Goals Example Of A Good Report
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Example Of A Good Report

- Fact-Checking eBook Content of Example Of A Good Report
- 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

Example Of A Good Report Introduction

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