

There are three ways to gather facts and information:

1. Through careful observation
2. Through intelligent fieldwork (talking to the appropriate person)
3. Through library research

The Rules of Evidence

In presenting your findings, use the following Rules of Evidence:

Rules of Evidence	Explanation
1. Look at the evidence and follow where it leads.	The trick here is not to let your own bias lead you into selecting only the evidence you agree with. If you aren't careful, you unconsciously start forcing the evidence to fit the design that seems to be emerging. When fact A and fact B both point toward the same conclusion, there is always the temptation to make fact C fit.
2. Look for the simplest explanation that accounts for all the evidence.	When the lights in the room go out, the sudden darkness might be taken as evidence of a power failure. But a quick investigation turns up other evidence: the streetlights are still on; the refrigerator is still functioning. A simpler explanation may exist, so a check of the circuit breakers or fuse box would be appropriate.
3. Look at all likely alternatives.	<p>Likely alternatives in the example just outlined could include burned-out bulbs, loose plugs, and defective outlets; so all alternatives should be examined in the investigation stage. During the writing stage, however, do not overload the reader with a detailed examination of eight or ten alternatives. Reduce the number to three, or perhaps four, alternatives. The others can usually be discussed and dealt with in one brief paragraph.</p> <p>Examining alternatives has two other major advantages: it saves the reader raising the question in his or her mind, "Didn't the writer of this report look at anything else?", and it establishes writer's objectivity.</p>
4. Beware of absolute statements.	In the complexity of the real world, we can rarely state absolute generalizations. Be wary of writing general statements using words like "all," "never," or "always." Sometimes these words can be effectively implied rather than stated.

Example Of Report Proposal

**League of Nations. Advisory
Committee on Traffic in Opium and
Other Dangerous Drugs. Session**

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How to Write Reports and Proposals Diane Lutovich, Janis Fisher Chan, 1998 *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 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 **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 *Reports and Minutes of Evidence* Great Britain. Royal Commission on the Poor Laws and Relief of Distress, 1910 Managerial Communication Geraldine E. Hynes, Jennifer R. Veltsos, 2018-01-20 A Practical Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today's workplace Known for its holistic overview of communication solid research base and focus on managerial competencies this text continues to be the market leader in the field In the Seventh Edition author Geraldine E Hynes and new co author Jennifer R Veltsos preserve the book's strategic perspective and include new updates to reflect the modern workplace The new edition adds a chapter on visual communication that explains how to design documents

memorable presentations and impactful graphics New coverage of virtual teams virtual presentations and online communication help students avoid common pitfalls when using technology This is probably the best book on Managerial Communication in the market Astrid Sheil California State University San Bernardino Reports and Minutes of Evidence ... Great Britain. Royal Commission on Coal Industry 1919,1919 As Valentine s Day approaches and her class becomes busy making cards Emily is worried about her fight with Sherri who tells her You ll be sorry **The Parliamentary Debates (official Report)**. Great Britain. Parliament. House of Commons,1919 Contains the 4th session of the 28th Parliament through the 1st session of the 48th Parliament *Sessional Papers* Great Britain. Parliament. House of Commons,1910 The Art of Writing Business Reports & Proposals Howard Hillman,Lisa Loring,1981 **Reports and Resolutions on the Subject of Article 16 of the Covenant** League of Nations,1927 Report of the Royal Commission on Local Government Great Britain. Royal Commission on Local Government,1925 **Report of the Indian Statutory Commission ...** Great Britain. Indian Statutory Commission,1930 ... Report of the Royal Commission on Divorce and Matrimonial Causes [with Minutes of Evidence, and Appendices to the Minutes of Evidence and Report] ... Great Britain. Royal Commission on Divorce and Matrimonial Causes,1912 *First Report of the Royal Commission on Local Government* Great Britain. Royal Commission on Local Government,Great Britain. Royal Commission on Local Government in England,1925 **Writing Reports for Management Decisions** David M. Robinson,1969 **... Permanent Mandates Commission** League of Nations,1924 *Minutes of the ... Session Held at Geneva ...* League of Nations. Advisory Committee on Traffic in Opium and Other Dangerous Drugs. Session,1924 *Temporary Slavery Commission* League of Nations,1924 **Reports of the British Delegates Attending the Meetings of the International Council for the Exploration of the Sea, in 1907, 1908 and 1909, and Reports Relating Thereto (in Continuation of [Cd. 3165] of 1906) (Fisheries: North Sea Fisheries (International Council))** D'Arcy Wentworth Thompson,Great Britain. North Sea Fisheries Investigations,1906

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