

THE INFORMAL REPORT

The informal report, or short report, is more condensed than the formal report, but it is just as important. The writing style and audience for the short report are the same as for the formal report. The main difference is the sections that are omitted. An outline is given below.

OUTLINE FOR THE INFORMAL REPORT

- INTRODUCTION**
 - 1. Background
 - 2. Purpose
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 - 4. Method of approach
- DISCUSSION**
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treatment of communication principles is applied to letters memos reports employment letters and resumes and oral nonverbal and intercultural communication The author presents theory techniques and applications to teach readers how to solve business and personal communication problems with an emphasis on effectiveness and ethics The book is based on the premise that all elements of communication are interrelated and that the transmission and reception of meaning affect behavior Easy to follow writing style along with a clear discussion of principles that includes many applications The seventh edition of Successful Communication for Business and Management has been revised to include a reduction in the number of chapters from 21 to 18 The overall presentation has been updated where appropriate And the discussion of technology now reflects the latest changes in both technology that is available and the manner in which is it properly used

Communicating in Business F. Stanford Wayne, David P. Dauwalder, 1994 Focuses on the decision making business action purposes of communication and how to shape communication and action using modern business tools *A Guide to Technical Writing* W. George Crouch, Robert L. Zetler, 1954 Guide Mondial Des Centres de Documentation Et D'information Techniques Unesco, 1975 UNESCO pub World directory of information centres in the fields of science and technology lists 476 national level and international centres in major subject fields and indicates information services rendered etc

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