

# REPORT WRITING

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request.

## Characteristics of an effective report

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request. There are many varieties of reports, but generally their function is to give an account of something, to answer a question, or to offer a solution to a problem.

An effective report is:

- Appropriate to its purpose and audience
- Accurate
- Logical
- Clear and concise
- Well organised with clear section headings.

## Report structure

One important advantage that a report has over other written communication is that it follows a standardised format. This enables readers to find and focus on specific parts of information. Most reports are modelled on the following structure (modified where necessary).

1. Transmittal document
2. Title page
3. Table of contents
4. Abstract/Executive Summary
5. Introduction
6. Discussion
7. Conclusions
8. Recommendations
9. Bibliography.

## Report writing procedure stage 1: Planning

Define the purpose:

- Read the brief carefully
- Identify key words
- Make sure you know what's really being asked

# Me How To Write A Report

**Charles MASSY**



## Me How To Write A Report:

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Intermediate Cantonese is designed for learners who have achieved basic proficiency and wish to progress to more complex language Each of the 25 units combines clear concise grammar explanations with communicatively oriented exercises to help build confidence and fluency Suitable for independent learners and students on taught courses Many authentic examples from contemporary media including films advertising songs and soap operas Clear distinction between colloquial and more formal speech registers Teaches contemporary Cantonese as spoken in Hong Kong Intermediate Cantonese and its sister volume Basic Cantonese form a structured course of the essentials of Cantonese grammar      **Report of the Royal Commission Upon the Duties of the Metropolitan Police, Together with Appendices** Great Britain. Royal Commission on the Metropolitan Police,1908      **Weekly Report of the Department of Health of the City of New York** New York (N.Y.). Dept. of Health,1915      **Annual Report** University of the State of New York. High School Department,1902  
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**Annual Report** Arizona Corporation Commission,1913      *Report of the Society for Helping Destitute Mothers and Infants* Society for Helping Destitute Mothers and Infants (Boston, Mass.),1915      **Report** District of Columbia. Superintendent of Charities,1896

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