

REPORT WRITING

Definition:

Report writing is the process of documenting findings, analysis, and recommendations in a structured format.

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REPORT WRITING

The study shows that highlights common features in written reports and makes recommendations for their presentation and a conventional format.

What is a report?

A report is a more highly structured form of writing than an essay, and is designed so that it can be read quickly and accurately. Though reports are not necessarily read from beginning to end, structure and convention in written reports assist the process by which the information was gathered as much as the information itself. Reports should be organized for the convenience of the intended reader. Reports are written on a wide range of subjects for a wide variety of readers.

Before writing any report, you should identify the objectives and the preferred conventions of structure and presentation. This is an art for reports you write at university as it is for reports written in employment.

All reports attempt to communicate findings for one reason or another, whether to inform, discuss, train, change public opinion or maintain a record of development. Whenever you write a report, you must know in detail why you are writing and who you are writing for. All reports have an intended reader. For yourself or another person, what does he/she need to know?

Stages in report writing

The following stages are involved in writing a report:

- planning your work
- collecting your information
- organising and structuring your information
- writing the first draft
- checking and revisiting

Draw up an outline structure for your report and set the work within a specific time scale for completion by the given deadline. One common structure is based on the 4 P's: problem, problem, possibilities, progress. This means you outline the current problem, describe the problem, examine the range of possibilities and decide on a proposed strategy. (NB: Some of the most time-consuming parts of the process are collecting and organising your information, and checking and revising your report.

- Clarify your terms of reference – what task are you working on?
- Decide on the main sections of your report – what instructions have you been given?

Note for students on modules L2P02, L2P07, L2P10 and L2P14: Your assessment tool in L2P02 will have specific details on the main sections you should include in your report. These may not be the same as the structure suggested in this article about, however, the recommendations in Introduction, Style of Writing, Layout and the Checklist in this piece about an old report.

Examples of different types of reports

Research report: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1470000/>

Industry analysis: <https://www.bbc.com/news/health-2017-01-17>

Market research: <https://www.oxford.com/view/10.1093/acprof:oso/9780191000000.001.0001>

Writing How To Write A Report

John Bowden



Writing How To Write A Report:

This book delves into Writing How To Write A Report. Writing How To Write A Report is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Writing How To Write A Report, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Writing How To Write A Report
 - Chapter 2: Essential Elements of Writing How To Write A Report
 - Chapter 3: Writing How To Write A Report in Everyday Life
 - Chapter 4: Writing How To Write A Report in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Writing How To Write A Report. The first chapter will explore what Writing How To Write A Report is, why Writing How To Write A Report is vital, and how to effectively learn about Writing How To Write A Report.
3. In chapter 2, this book will delve into the foundational concepts of Writing How To Write A Report. This chapter will elucidate the essential principles that must be understood to grasp Writing How To Write A Report in its entirety.
4. In chapter 3, this book will examine the practical applications of Writing How To Write A Report in daily life. The third chapter will showcase real-world examples of how Writing How To Write A Report can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Writing How To Write A Report in specific contexts. This chapter will explore how Writing How To Write A Report is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Writing How To Write A Report. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Writing How To Write A Report.

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