

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 decision makers, change public opinion or maintain a record of developments. 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 finding need to mean?

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 revising

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. (2015). 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, L2P03, L2P04 and L2P05: 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.oxfordjournals.org/abstract/doi/10.1093/acprof:oso/9780191000000.003.0001>

Industry analysis: <https://www.bbc.com/news/technology-520721>

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Table of Contents Writing How To Write A Report

1. Understanding the eBook Writing How To Write A Report
 - The Rise of Digital Reading Writing How To Write A Report
 - Advantages of eBooks Over Traditional Books
2. Identifying Writing How To Write A 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 Writing How To Write A Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from Writing How To Write A Report
 - Personalized Recommendations
 - Writing How To Write A Report User Reviews and Ratings
 - Writing How To Write A Report and Bestseller Lists
5. Accessing Writing How To Write A Report Free and Paid eBooks
 - Writing How To Write A Report Public Domain eBooks

- Writing How To Write A Report eBook Subscription Services
- Writing How To Write A Report Budget-Friendly Options
- 6. Navigating Writing How To Write A Report eBook Formats
 - ePub, PDF, MOBI, and More
 - Writing How To Write A Report Compatibility with Devices
 - Writing How To Write A Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Writing How To Write A Report
 - Highlighting and Note-Taking Writing How To Write A Report
 - Interactive Elements Writing How To Write A Report
- 8. Staying Engaged with Writing How To Write A Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Writing How To Write A Report
- 9. Balancing eBooks and Physical Books Writing How To Write A Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Writing How To Write A Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Writing How To Write A Report
 - Setting Reading Goals Writing How To Write A Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Writing How To Write A Report
 - Fact-Checking eBook Content of Writing How To Write A 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

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