Chapter 1 : Writing Report Abstracts // Purdue Writing Lab

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information.

Targeted, concise and persuasive text can make all the difference when trying to convince someone of your ideas, services or products. Achieving results through proposals, reports, technical texts, emails, memos, etc. This comprehensive course focuses on all aspects of writing business texts, documents, reports, etc. It covers the full life cycle of writing, starting from understanding the audience, collecting material, planning the structure, organising, writing clearly, styling, presentation and the general strategy required to make the text more convincing and targeted. Packed with carefully constructed examples of good and bad text that illustrate clear, targeted and concise writing guidelines The course contains a variety of detailed sessions, each focusing on different aspects of this life cycle. Each session provides step-by-step guidelines on how to approach the subject and is followed by exercises where delegates can immediately practice the skill. Research shows that the best way to learn is by example. All sessions contain specific examples that show exactly how recommended guidelines can be implemented in practice. In this highly practical course delegates will learn: Report Writing Strategy How people read and what are the implications for an author? What do you need to consider before writing? What is the ideal structure of a technical writing or report? How to think of your purpose to make your writing activity easier What is the ideal tense to use in report writing? When should you write in first-person, second-person or third-person? Persuading Readers What are the common persuasion tactics employed by authors? What are the differences between direct and indirect approaches to persuasion? When should you go for global view in contrast with the details? When should you explain complex content in contrast with simple content? How to sequence your content based on common dimensions, such as urgency, importance and chronology Collecting and Organising Content What is the most effective way to prepare content for writing reports? How to exploit the visual power of your brain through mind maps and organise your content How to increase your creativity using simple yet powerful tools and techniques Styling and Presentation How to increase the visual impact of your presentation to get maximum effect How to use tables, graphs, bullet points, margins, etc. How to use these styles to make your message clearer, without distracting the reader through overuse of these effects. Increasing the Impact through Language How to deliver your message as quickly and clearly as possible What are the common techniques employed by professional writers in delivering an engaging text? How to make your message viral How to avoid vague writing that can lead to misunderstanding How to use technical terms to serve your message What is an ideal tone to convince a reader and keep him engaged? How to sequence your statements to make them more convincing Using Clear English How to increase the clarity of your English using simpler sentence structures How to use action verbs How to warm up the reader before explaining potentially complex topics High Impact Summaries How to structure executive summaries How to plan summaries to get best results Which areas need more focus and are read more frequently? Writing Titles that Grab Attention How to use proven formulas used by mass media to create engaging titles How to create catchy or descriptive headlines Selling Your Ideas How to write to sell How to structure your text to convince your audience of your cause How to appeal to emotions Audience:

Chapter 2 : How to Write a Report on a Workshop | Pen and the Pad

Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.

Reports are divided into sections with headings and subheadings. Reports can be academic, technical or business related, and feature recommendations for specific actions. Reports are written to present facts about a situation, project or process and will define and analyze the issue at hand. Reports relay observations to a specific audience in a clear and concise style. Preparation and Planning First, you should take some time to prepare and plan for your report. Before you start writing, identify the audience. When planning, ask yourself several questions to better understand the goal of the report. Some questions to consider include: Who are the readers? What is the purpose of the report and why is it needed? What important information has to be in the report? Once you identify the basics of your report, you can begin to collect supporting information, then sort and evaluate that information. The next step is to organize your information and begin putting it together in an outline. With proper planning, it will be easier to write your report and stay organized. Formatting the Report Elements To keep your report organized and easy to understand, there is a certain format to follow. The main sections of a standard report are: If the report is short, the front cover can include any information that you feel is necessary including the author s and the date prepared. In a longer report, you may want to include a table of contents and a definition of terms. The summary consists of the major points, conclusions, and recommendations. It needs to be short as it is a general overview of the report. Some people will read the summary and only skim the report, so make sure you include all of the relevant information. It would be best to write this when the report is finished so you will include everything, even points that might be added at the last minute. The first page of the report needs to have an introduction. Here you will explain the problem and inform the reader why the report is being made. You need to give a definition of terms if you did not include these in the title section, and explain how the details of the report are arranged. This is the main section of the report. The previous sections needed to be written in plain English, but this section can include technical terms or jargon from your industry. There should be several sections, each clearly labeled with a subtitle. Information in a report is usually arranged in order of importance with the most important information coming first. If you wish, a "Discussion" section can be included at the end of the main body to go over your findings and their significance. This is where everything comes together. Keep this section free of jargon as many people will just read the summary and conclusion. This is where you discuss any actions that need to be taken. In plain English, explain your recommendations, putting them in order of priority. This includes information that the experts in the field will read. It has all the technical details that support your conclusions. This report writing format will make it easier for the reader to find what he is looking for. Remember to write all the sections in plain English, except the body, which can be as technical as you need it to be. Also remember that the information needs to be organized logically with the most important points coming first. Presentation and Style You will want to present your report in a simple and concise style that is easy to read and navigate. Readers want to be able to look through a report and get to the information they need as quickly as possible. That way the report has a greater impact on the reader. There are simple formatting styles that can be used throughout your report that will make it easy to read and look organized and presentable. Use just one font in your report. An easy-to-read font such as Arial or Times New Roman is best for reports. Use lists whenever possible to break information into easy-to-understand points. Lists can either be numbered or bulleted. You can use headings and subheadings throughout your report to identify the various topics and break the text into manageable chunks. These will help keep the report organized and can be listed in the table of contents so they can be found quickly. There are also some writing styles to consider: Do not try to impress, rather try to communicate. Keep sentences short and to the point. Do not go into a lot of details unless it is needed. Make sure every word needs to be there, that it contributes to the purpose of the report. Use an active voice rather than passive where possible. Active voice makes the writing move smoothly and easily. It also uses fewer

words than the passive voice and gives impact to the writing by emphasizing the person or thing responsible for an action. Read the report aloud and have someone proofread it for you. Make the Right Impression Reports should be well organized and easy to follow. To achieve this, following a structured format keeps your writing on track. How a report is presented to the reader makes not only a lasting impression but also makes the writer seem credible and the information contained in the report reliable. A finishing touch that can make a great impression on the reader is how you package the report. Always print the final report on good quality paper. You may also want to consider placing the report in a binder or a folder. YourDictionary definition and usage example.

Chapter 3 : 10+ Report Writing Examples - PDF

People Retraining for Industry Excellence. Burt, Lorna This guide, part of a series of workplace-developed materials for retraining factory workers, provides teaching materials for a workplace course in report writing skills for technical staff.

A report can be defined as a testimonial or account of some happening. It is purely based on observation and analysis. A report gives an explanation of any circumstance. They are a strong base for planning and control in an organization, i. A report discusses a particular problem in detail. It brings significant and reliable information to the limelight of top management in an organization. Hence, on the basis of such information, the management can make strong decisions. Reports are required for judging the performances of various departments in an organization. An effective report can be written going through the following steps- Determine the objective of the report, i. Collect the required material facts for the report. Study and examine the facts gathered. Plan the facts for the report. Prepare an outline for the report, i. Edit the drafted report. Distribute the draft report to the advisory team and ask for feedback and recommendations. Analyze the niche audience, i. Decide the length of report. Disclose correct and true information in a report. Discuss all sides of the problem reasonably and impartially. Include all relevant facts in a report. Concentrate on the report structure and matter. Pre-decide the report writing style. Use vivid structure of sentences. The report should be neatly presented and should be carefully documented. Highlight and recap the main message in a report. Encourage feedback on the report from the critics. The feedback, if negative, might be useful if properly supported with reasons by the critics. The report can be modified based on such feedback. Use graphs, pie-charts, etc to show the numerical data records over years. Decide on the margins on a report.

Chapter 4 : How to Write a Status Report (with Sample Status Reports)

Therefore, investing some time in technical report writing courses will save your staff and organization lots of time in the future when being tasked to write a good report. Bring your communication skills to greater standards and help you in various aspects of your work and life.

Monitoring and Reporting Illustrations , download for local training material. Write better reports, more easily, so that they will be read and have some effect Getting Better Reports: It seems, sometimes, that mobilizers and facilitators just do not occupy the same universe as report writers. Perhaps it is because mobilizing and facilitating is a very verbal occupation, and one where the action and the results are the main focus. Reflecting, remembering and recording seem to be put at a lower priority than the current action. It is time you paid some attention to stimulating and discussing the need for good reports with your field workers. Similarly, if you are a community mobilizer, and depend upon reports from representatives of your client communities, you need to find ways to encourage them to write useful reports. Further, if you are anyone who needs reports in order to complete your own work, you need to find ways to encourage and to guide good report writing. It is easier than you might imagine. At least once or twice a year, if you invest in one-day workshops about report writing, you will obtain returns on you investment with value far greater than the costs. If you use participatory training methods, and draw the answers out of the participants, you can energize, and re-energize those from whom you want to receive reports. If, in contrast, you neglect to inform them of the importance of report writing, they will repay you with equal neglect in writing them. Treat your field staff community leaders, volunteers with a one-day report-writing workshop; you will be happy if you do. The main topics you want to cover are: How important is the task? What should reports contain? Content; what are the different kinds of reports? How can we make report writing easier? The documents in this module guide you in leading your participants to answering these questions. Although two of the documents differ between report writing for mobilizers and report writing for coordinators, the principles remain the same. By organizing workshops and training sessions for those from whom you wish to receive reports, you will stimulate them and guide them in writing reports that will be read, that will have some effects, that will be easy to read, and that will be on time. For what more could you ask?

Chapter 5 : Writing the Report - Fire Rescue

Report writing requires formal writing skills to get done right. Here are some primers and PDF guidelines for all kinds of report writing for school and work.

By Robert Howarth ztxqdctzyyebyrrbxyzxqfzfz As much as we dislike report writing, we must make sure to write factual, defensible, and accurate reports that clearly describe our actions on the fireground and provide sufficient detail to stimulate our memory months or even years later. Photo by Tom Carmody. Your engine arrives at what appears to be a single-family dwelling with smoke and fire evident from the second-floor window on side A. You and your crew advance a hoseline and the arriving truck company conducts a search of the building. As more units arrive, additional duties are assigned, and within 15 minutes the fire is declared under control. During overhaul, it is determined that this seemingly mundane single-family dwelling has been divided into four separate apartments. Once final extinguishment is completed, units take up and return to their quarters to ready tools and equipment for the next one. As the officer of the first unit, you must complete the report and write a narrative memorializing the actions of the company. Fast forward six months, and you receive a call from the law office of your jurisdiction advising you that there has been a lawsuit filed regarding the illegal modification of the building and complaints from residents about the damage done to their living area and possessions. The law office has your report and sets up a meeting to discuss what happened during the incident. Does your report accurately reflect what happened during the incident, and is there sufficient detail in the report to allow you to recall the details of that day? For many, the answer would be no. Gathering Information Report writing is one of the dreaded duties that all firefighters and officers must deal with on a daily basis. As much as we dislike the duty, we must make sure to write factual, defensible, and accurate reports that clearly describe our actions and provide sufficient detail to stimulate our memory months or even years later. From the time the alert is sounded, data begins to be gathered and evaluated. What information was given at dispatch? What were the weather conditions? Were you given any additional information, such as people trapped or multiple calls, en route to the scene? Once on scene, what was your brief initial report? Did you take or pass command? What other observations did you make about the initial views of the scene? This sets the foundation of the report and helps you recall some of the details that might have seemed insignificant at the time but later turn out to be valuable. For example, all of us are ingrained to look for cars in the driveway indicating that there may be someone home; however, noting the number of vehicles in the driveway on your arrival may be an important fact when questions about the number of people home at the time of the fire are raised at a later date. Although not every incident is a working fire, such determination can only be made after the first-arriving company completes an investigation. Whether it is a degree walk around of the building or looking in the windows during an automatic fire alarm response, a determination of what is happening must be conducted. I know of a recent incident where a door was forced in a commercial multiple occupancy retail establishment during a fire alarm sounding response. Significant damage was done to the door and a complaint was lodged with the local jurisdiction. By the time the investigation of the complaint made it down to the company level, several weeks had passed. The narrative of the report contained no information about the reasons used to make the decision to force entry into the store. The days of saying, "We forced entry because the alarm was sounding," are dwindling rapidly. Fire officers must be able to articulate their reasoning behind a decision or face enhanced scrutiny from their superiors. This is also the area where initial actions are noted. What assignments were given to responding units? Did crews need to force entry to investigate or mitigate the emergency? On working incidents, what size attack line was used? What was the status of the need for rescue or any injuries to occupants that required immediate care? These questions begin to hit the details that we need to capture in our report. A quick Internet search reveals multiple fire departments that have been involved in litigation because a homeowner asserted that the first-arriving unit failed in some aspect to control the situation. Accurately detailing initial actions will go a long way toward defending your work when being questioned two years later about what size hose was initially used. This portion of the narrative becomes the meat and potatoes of exactly what you did throughout the incident. For

every action there is an opposite and equal reaction, and such circumstances need to be documented. Did you make a rescue or lead occupants to safety? Was suppression of the fire achieved with the handline that you selected? What happened to the smoke conditions once ventilation was established? These are just a sampling of the questions that the narrative should answer. If questions arise at a later time, the details of your actions may be the only trigger to get accurate information about the incident. I handled an incident at the beginning of that required a review of reports from eight years earlier. To say they were lacking details would be an understatement. An evaluation of the incident scene and the final outcome is your next step. Exposure building information should be included here. Exposures become equally important to the overall scene. A fire in a garden-style apartment easily results in two, five, or 10 additional exposures that drive the dollar loss substantially higher. We must capture the basic information for this damage. Simply including address, occupants, owner, and a brief description of the damage is sufficient. External factors also have an impact on the final outcome. Did you encounter a hydrant that failed to function severe weather or damage? Were there parking or access issues, crowd control, hydrants across six lanes of busy traffic? The list goes on. Noting these external items that affected the mitigation of the incident not only describes the incident but creates a historical reference for issues encountered that require code or legislative changes. When your legislative body is being told by a construction lobbyist, "It was an anomaly," your response of, "I remember it happening more than once," carries substantially greater weight with written documentation. Last but certainly not least is the section on special statements. At some point, the incident will end. What did we do prior to leaving? Who did we turn the scene over to? Was it the police, the homeowner, or fire investigation? Someone accepted the responsibility, and here is where we make note of it. Keep in mind that the perception of the public may be slightly different from the actual actions that the responders have taken. A simple statement that services of the American Red Cross were offered to all displaced residents validates your actions when the media runs the story from a local citizen claiming the fire department "abandoned" them after the fire. It happens, and when it does happen, written documentation assists in keeping the positive public image intact. In the Detail The use of the F. This system is meant to put the necessary documentation in place for an inquiry about the incident at a later date. This report is not designed to be written as a post-incident analysis but rather a factual statement of what occurred on the incident scene. This is not the place to write about your opinions of what could have been done better. This system is for documenting the facts of the incident. This report format can be in a paragraph form or written with a bulleted list of statements that cover the areas. Whichever method is employed, proper grammar, spelling, and punctuation should be used. Submitting a complete, correct, and accurate report shows professionalism and transparency while providing historical documentation of an incident. Many of us have heard the saying "Keep fire in your life" when it comes to being prepared for battle; keeping F. Howarth has instructed for the Maryland Fire and Rescue Institute since and is a nationally certified fire officer, instructor, fire investigator, and technical rescue specialist. Sponsored Content is made possible by our sponsor; it does not necessarily reflect the views of our editorial staff.

Chapter 6 : Effective Report Writing - Management Study Guide

TECHNICAL REPORT WRITING GUIDELINES Prepared by LEAH M. AKINS and JEFFERSON H. AKINS for TECHNICAL/ENGINEERING STUDENTS ABSTRACT This document specifies the recommended format to be used when submitting a formal.

Science Report Writing Research Report Writing When writing a research report, you must remember that the main purpose of this academic assignment is to communicate the results of research, field work, or any other activity. Successfully written research report presents the concrete evidence of the research conducted. In report writing, you also must consider clarity, organization, and content. Fortunately, research report structure is similar to that of research articles, technical reports, formal reports, lab reports. Research reports have a fairly consistent structure that can and should be used to organize the information clearly. Be careful when relying on external sources of information in report writing â€" ensure that you are using specialized journals, governmental publications not to end up producing unexpected results. Do not use standardized sections; you can omit some sections and add others that are unique to the subject matter discussed in the report. Do not forget to check for the specific requirements and guidelines, as you may end up producing quality, but out of topic assignment. With academic report writing services provided by Custom-Writing. Business Report Writing Business report writing becomes an essential part of the communication process in the business environment. Business report writing standards grow in complexity to meet the needs of a rapidly developing environment. Whether you are writing a financial, statistical or an audit report, you have to determine the scope of your research and isolate the problem to collect relevant data. Business report writing starts with the executive summary that is written in a non-technical manner. You should keep in mind audience needs, since the typical audience for business reports is upper level managers with little or no technical knowledge. Do not forget to state the precise quantitative tools that will be used to achieve the desired results. This part of a business report is tough for many students, as it requires not only in-depth knowledge of statistical tools, but also general information about the tools used in similar studies to estimate the accuracy and relevancy of the selected tool. Often, more than two writers at Custom-Writing. Be careful with findings and interpretation of the results, since your conclusion and future research suggestions are based on this section. We make interpretations of technical findings for those who have less technical expertise. We are working hard to produce only top writing for you. Science Report Writing Similar to a business report, science report writing communicates research in such disciplines as engineering, architecture and planning to the audience with basic scientific knowledge. Science report is often required as a coursework in undergraduate papers within scientific disciplines. Science report must have: When writing a science report, do not forget to use headings and subheadings to guide the reader through your work. Statistical evidence in the form of tables and graphs should be included in appendices. Do not forget to refer to it in the body of your scientific report. Whatever type of academic report you are writing, Custom-Writing. Academic papers written by experts Order your custom paper Have it written in time Get an excellent grade.

Chapter 7 : How to Write an Employee Performance Appraisal Report | Career Trend

What is the Importance of These Technical Report Templates? Regardless of whether you have a small company or a big corporate house, it is crucial to prepare an annual report that details the smart goals and achievements of the company and present it to the internal employees and consumers at the end of the year.

Label diagrams and graphs as follows; Figure 1. In this example, the second diagram in section 1 would be referred to by " Any phrases, sentences or paragraphs which are copied unaltered must be enclosed in quotation marks and referenced by a number. Material which is not reproduced unaltered should not be in quotation marks but must still be referenced. It is not sufficient to list the sources of information at the end of the report; you must indicate the sources of information individually within the report using the reference numbering system. Information that is not referenced is assumed to be either common knowledge or your own work or ideas; if it is not, then it is assumed to be plagiarised i. This is a serious offence. If the person copied from is a fellow student, then this offence is known as collusion and is equally serious. Examination boards can, and do, impose penalties for these offences ranging from loss of marks to disqualification from the award of a degree This warning applies equally to information obtained from the Internet. It is very easy for markers to identify words and images that have been copied directly from web sites. If you do this without acknowledging the source of your information and putting the words in quotation marks then your report will be sent to the Investigating Officer and you may be called before a disciplinary panel. Now you must add the page numbers, contents and title pages and write the summary. It must be intelligible without the rest of the report. Many people may read, and refer to, a report summary but only a few may read the full report, as often happens in a professional organisation. Purpose - a short version of the report and a guide to the report. Length - short, typically not more than words Content - provide information, not just a description of the report. You should acquire the habit of never sending or submitting any piece of written work, from email to course work, without at least one and preferably several processes of proofreading. In addition, it is not possible for you, as the author of a long piece of writing, to proofread accurately yourself; you are too familiar with what you have written and will not spot all the mistakes. When you have finished your report, and before you staple it, you must check it very carefully yourself. You should then give it to someone else, e. You should record the name of this person in your acknowledgements. This includes words, word order, style and layout. Word processing and desktop publishing packages never make up for poor or inaccurate content They allow for the incremental production of a long document in portions which are stored and combined later They can waste a lot of time by slowing down writing and distracting the writer with the mechanics of text and graphics manipulation. They can be used to make a document look stylish and professional. They make the process of proofreading and revision extremely straightforward If the first draft is word processed, it can look so stylish that the writer is fooled into thinking that it does not need proofreading and revision! Two useful tips; Do not bother with style and formatting of a document until the penultimate or final draft. Do not try to get graphics finalised until the text content is complete. A Handbook of Writing for Engineers 2nd ed. Macmillan van Emden J.

Chapter 8 : How to Write a Report (with Pictures) - wikiHow

It has all the technical details that support your conclusions. Remember that the information needs to be organized logically with the most important information coming first. Pointers to score high in Report Writing.

Chapter 9 : Report Writing: Professional Help and Step-by-Step Guidelines

How to Write a Report. Writing a report can be a long, daunting process. Fortunately, if you take it one step at a time and plan as you go, writing a report can be an enjoyable learning experience. === Selecting your Topic ==.