

## Writing Effective Reports

### A. What are Reports?

Reports are documents which both **give a reader information** and ask the reader to **do something** with that information. Reports can be used:

- to suggest new ideas and options;
- to ask people to accept a point of view;
- to influence decisions;
- to ask people to make choices between alternative recommendations

Therefore a well structured and well written report can be a very influential document.

A report will usually follow a simple format which can be identified over and over again as you look through the reports written by academics, agencies or individuals. One of the key issues is to carefully provide signposts' for the reader throughout the report. Use headings, sub headings, bullet points (but remember to use full sentences rather than notes here) and new paragraphs for new topics.

The format may be influenced by the purpose and length of the report. There are nine identifiable sections in most reports, although a contents list and abstract are usually only used with a long report.

- 1 Title or title page
- 2 Contents list
- 3 Abstract
- 4 Introduction
- 5 Discussion
- 6 Conclusions
- 7 Summary
- 8 Recommendations
- 9 Appendices (and don't forget the reference list when writing an academic report)

### B. The Format of a Report

#### 1. Title or title page

It helps the reader to know what the report is about to have a title and sometimes a brief explanation of the purpose of the report. In a longer report you can have a short title and a long, more descriptive title. You should also identify the audience for the report, who has written it (the authors) and when it was written (the date).

# Effective Report Writing

**Ying Liu**



## **Effective Report Writing:**

## Whispering the Strategies of Language: An Mental Journey through **Effective Report Writing**

In a digitally-driven earth where monitors reign great and instant conversation drowns out the subtleties of language, the profound secrets and mental subtleties concealed within words frequently get unheard. Yet, situated within the pages of **Effective Report Writing** a charming literary treasure pulsating with organic feelings, lies an extraordinary journey waiting to be undertaken. Composed by a skilled wordsmith, that charming opus attracts viewers on an introspective journey, softly unraveling the veiled truths and profound influence resonating within ab muscles fabric of every word. Within the emotional depths with this poignant review, we will embark upon a genuine exploration of the book is core themes, dissect its interesting publishing fashion, and fail to the effective resonance it evokes heavy within the recesses of readers hearts.

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