

Writing Informal Reports

Format

Memo header

To: (name and title of target audience)

From: (name and title of writer; remember to sign or initial if it isn't an electronic submission)

Date:

RE:

CC: (distribution list when necessary)

Introduction [No heading necessary]

Discussion sections [Use headings provided in the outline attachment of the syllabus]

Conclusion [Reflection is the content]

.....

Parts of an informal report

Reports are written for many different reasons and use two basic formats. One is the long or formal report and the short or informal report. But EVERY report, like every letter, essay, or article has 3 main parts: Introduction, Discussion sections, Conclusion. These reports follow the same format as the memo but are longer and more comprehensive. Because they are longer than one or two pages, reports also include such formatting elements as headings, bulleted or numbered lists, and graphs and charts or tables.

Introduction

The introductory section includes 3 parts:

1. a statement of the problem or situation,
2. the task assigned to the writer and the scope of the project.
3. purpose of the report and forecasts for the reader the topics of the report.

(PLEASE REFER TO OUTLINE SECTION I. INTRODUCTION)

Finally, when appropriate, the introduction ends with the conclusion or recommendation reached by the writer.

Discussion Sections

Another aspect of report writing that is somewhat different from other business communications is the reading patterns of various audiences. Remember that most memos and reports have a target audience, but a number of secondary audiences who must be accommodated. Some of the readers will skim the report. In other words, the report, particularly the discussion sections, may not be read in a linear way—from the first word progressing to the last. Therefore, the writer must be certain the report is comprehensible when read in that manner. Each section must work together as part of the whole report, but a reader should be able to read one section and understand the context. Anytime you use a list, or graphic or visual representation, you should introduce that list or visual and explain its purpose to the audience.

(PLEASE REFER TO OUTLINE SECTIONS II-VI)

What Is Statement Of Purpose In An Informal Report

Donald C. Woolston



What Is Statement Of Purpose In An Informal Report:

Essentials of Business Communication Guffey, Mary Ellen, Brendan Nagle, Pope, Joe, 1994 **Investigation of the National Defense Program: Aircraft procurement** United States. Congress. Senate. Special Committee Investigating the National Defense Program, 1948 **Report Writing** Rhonda Rhodes, 2015-01-19 Employers continue to say that written and oral communication skills are the most important skills for employees This book presents the basics for writing any kind of report such as research reports proposals case studies business plans technical reports feasibility studies and more Both novice and experienced writers will benefit from the book Checklists are included to assist writers in perfecting their reports The book includes Organizing purpose types formats parts Starting planning researching referencing avoiding plagiarism Referencing basic steps reference management software citing sources using style manuals APA reference list avoiding plagiarism Writing objectivity conciseness coherence emphasis variety comprehensive Polishing abbreviations acronyms capitalization italics numbers punctuation spelling word division Producing fonts color paper layout graphics Finishing editing proofreading Writing for Business Audiences Mary Ellen Guffey, 2001 With an emphasis on audience analysis and technology applications this comprehensive book makes business communication easy Readers are presented the basics about the communications process and how to improve writing and presentation techniques It also shows how to present data write both informal and formal reports make oral presentations and conduct conference calls and more *Investigation of the National Defense Program* United States. Congress. Senate. Special Committee Investigating the National Defense Program, 1948 **A Guide to Technical Writing** W. George Crouch, Robert L. Zetler, 1954 **Participatory Action Research for Educational Leadership** E. Alana James, Margaret T. Milenkiewicz, Alan Bucknam, 2008 While written for masters students in any Educational Leadership concentration this is a core text for departments that teach action research as a primary research methodology or a supplemental text for those that place it in a range of research methods The book provides a readable overview of the PAR process similar to professional learning communities in schools Its design reaches out to visual learners as graphic elements guide graduate students through the research methods they need to successfully complete rigorous projects The results of the original PAR study and continued work with educational leaders lead us to believe that this approach ultimately produces the results school leaders seek and appreciate Key Features o Clear process through both the PAR steps employing a research logic model throughout This benefits the graduate student or educational leader by leading them to data driven outcomes that are valid credible and reliable Graphic elements guide the reader through the process and aid the visual learner in keeping track of the concepts behind the theory o Reflective questions precede each section This increases the reflective practices and routines of the reader as appropriate to the PAR process o Tasks written for both groups and individuals aid participatory teams in working towards consensus and strong research designs o Practitioner stories make the lessons real and ease the emotional unease that come from tackling research

practices the first time Intended Audience This book represents the evolution of PAR from a soft science to a process appropriate for educators in today's data driven environments or for graduate students whose thesis needs to pass the recommendations of professors steeped in positivist traditions Effective Writing Strategies for Engineers and Scientists Donald C. Woolston, 2020-01-29 This easy to read concise book is filled with examples hints reminders and reviews designed to help engineers and scientists develop effective writing skills Use the book to learn to write better reports memos and journal articles and keep it close at hand when you have questions about organization clarity and style writing and revising rough drafts graphics workplace writing computers in writing and legal issues in writing The book also contains four helpful appendices on common errors equations and abbreviations preparing manuscripts for publication and documenting information sources Effective Writing Strategies for Engineers and Scientists provides easy training for the type of writing required of engineers and scientists gives specific advice for conveying complicated information and describes how to synthesize information according to specific writing strategies It is a must for every scientist's and engineer's bookshelf

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Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc How to Write It, Third Edition Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self

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Federal Register, 1981-06 **Testimony Taken Before the Senate Committee on Banks and the Senate of the State of New York** De Witt C. Ellis, New York (State) Legislative Committee on Banks, 1878 **Departments of Labor, and Health, Education, and Welfare Appropriations** United States. Congress. House. Committee on Appropriations, 1948 Department of Labor-Federal Security Agency Appropriation Bill for 1944 United States. Congress. House.

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