

## FORMAL REPORT FORMATS

### FORMAL REPORT USES

Various types of reports are employed in the engineering profession (e.g., memos, status reports, interim reports, final reports), but each category has a fairly standard format. This document presents a more formal report format. The *formal report* format might be used to report work performed on a long-term project, to present work performed for a client, or to present results for publication in technical journals. An example of a *formal report* is presented at this Web site (<http://www.weng.uwyo.edu/classes/mereff/>). This example embodies many of the concepts discussed in other Web site Reference Materials. Note, all reports in Mechanical Engineering (ME) classes should be "sent" with a **Letter of Transmittal** and formal reports should contain an **Informative Abstract**. These two items are of singular importance because they are common across all professions and used throughout technical written communication. Each requires clarity and brevity, and the **Letter of Transmittal** is also an exercise in solid, person-to-person communication. The **Letter of Transmittal** gives a record of what was submitted and gives the recipient concise information on what is contained in the report and what action is required. The **Informative Abstract** is a concise description of the background, the results, the conclusions, and recommendations of the report. The **Informative Abstract** is commonly used in research and allows readers to judge the pertinence and value of the report without reading the entire report. Both the **Letter of Transmittal** and the **Informative Abstract** should be considered as separate from the *formal report*, i.e. the *formal report* should be complete without either of these two components.

#### Letter of Transmittal

The **Letter of Transmittal**, in formal block format, sends the report, stating the report title, establishing the purpose of the report, informing or reminding the reader of who authorized the report, why and when the report was requested, what the main subject of the report is, who else contributed to the report, and what you want the reader to do. It is the first item the reader sees; therefore, it is placed *before* the enclosed report.

#### Informative Abstract

An **Informative Abstract** must be a *self-contained synopsis* of the report which *concisely* summarizes the objectives, procedure, pertinent results, and the inferred conclusions. The **Informative Abstract** includes introductory material to give the context of the work, and it is the *last* item that is written since its emphasis is on the results and conclusions. Students often have difficulty comprehending what constitutes a reasonable **Informative Abstract**. Some examples are therefore presented in the **Informative Abstract Examples** section of these guidelines. Often the author is required to provide **Keywords** that describe the subject matter of the report and are used by search engines. It should be noted that the **Title**, the **Informative Abstract**, and **Keywords** are very important in these days of electronic retrieval of archival materials. Readers of archival material may vary widely in background and be from diverse cultures. Great care should be exercised to make your **Informative Abstract** as precise, concise, and clear as possible.

### FORMAL REPORT GUIDELINES

A formal report contains many of the same elements as the memo report, but includes more of the details as well as additional information. Informative abstracts, appendices and glossaries (Lists of Symbols) are not usually included in memo (short) reports, but are normally included in formal reports.

# How To Write Report Style

**Margaret Greenhall**



## How To Write Report Style:

*Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports*, **Writing a Report** John Bowden, 2008 Now in its 8th edition this extensively revised and updated handbook explains how you can write reports that will be A Read without unnecessary delay A Understood without undue effort A Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing A Preparation and planning A Collecting and handling information A Writing and revising Secondly at the creative side of report writing A Achieving a good style and choosing the right words And thirdly at 23 common types of report including A Annual reports A Appraisal reports A Audit reports A Minutes A Progress reports A Student project reports A Technical reports There is also an extensive glossary and a selection of sample reports

*Report Writing for Criminal Justice Professionals* Larry S. Miller, John T. Whitehead, 2010-11-24 So much of the process of criminal justice depends on good documentation and criminal justice professionals can spend as much as 50 75% of their time writing up administrative and research reports Much of the legal process depends on the careful documentation that records crucial information And yet most of these law enforcement security corrections and probation and parole officers have not had adequate training in how to provide a well written accurate brief and complete report *Report Writing for Criminal Justice Professionals* provides practical advice on report writing with specific writing samples and guidelines The authors go beyond the routine English grammar approach to deal with the difficult but often ignored problem of documentation that will hold up in court Important concepts are emphasized with related checklists forms and pull out chapter tests The material is organized into three sections The Nature of Report Writing The Mechanics of Report Writing and The Modernization of Report Writing NEW TO THIS EDITION Updated and revised with new material on forensics and scientific reports crime reporting common errors in forensic reports and automation of report writing Appendixes are thoroughly revised with new examples of reporting forms worksheets and reports including a sample forensic lab report and presentence investigation report Text complemented by numerous examples sample reports and tools Each chapter concludes with a sample test for the reader to self evaluate learning Appendixes include model reports examples of agency instructions for completing report forms and selected readings *How to Write Reports and Proposals* Patrick Forsyth, 2010-02-03 Getting a message across on paper and presenting a proposal in a clear and persuasive form are vital skills for anyone in business *How to Write Reports and Proposals* continues to provide practical pointers for anyone who needs to impress convince or persuade their colleagues or clients Using checklists exercises and examples it explains how to make a plan of what to write transfer ideas onto paper and edit them to achieve the best results There is also invaluable information on the power of language persuasive writing and presentation Essential reading for every business person it will help anyone write appropriately for their target readers and create documents that will achieve the desired results

**Report Writing** Michelle Reid, 2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on demonstrating critical analysis in the key parts of a report including the literature review methodology and findings Additional guidance on effective writing style Assessing Writing, Assessing Learning Dudley W. Reynolds, 2010-06-07 The goals of this resource are broader than many standard books on writing assessment which focus on evaluating an individual's ability to create an effective piece of writing for a particular purpose Assessing Writing Assessing Learning seeks to support teachers administrators program directors and funding entities who want to make the best use of the resources at their disposal to understand what students are learning and why and then take actions based on what they have learned It also seeks to provide a common basis for communication among all the interested parties the writing professionals the people who identified the need for the program and the students The book has sections on planning tools different ways of collecting data and links to instruments and reporting examples provided Each section includes a discussion of issues and advice for working through the issue along with numerous examples plus a list of resources to consult to learn more The final chapter provides worksheets that may be reproduced and used to help those in charge of setting up and delivering a writing program to think through the issues presented A glossary of terms is also included **Report Writing Skills Training Course. How to Write a Report and Executive Summary, and Plan, Design and Present Your Report. an Easy Format for Writi** Margaret Greenhall, 2010 Chapter 1 What makes an excellent report Chapter 2 Planning and Resources for your Report Chapter 3 Organizing your Report Chapter 4 Presentation of the Report Chapter 5 The finishing touches **Creative Report Writing** Arnold B. Sklare, 1964 Report Writing John Ball, Cecil Brown Williams, 1955 *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 *Professional Report Writing* Simon Mort, 1992

Professional Report Writing is probably the most thorough treatment of this subject available covering every aspect of an area often taken for granted The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from the worlds of business industry and government Simon Mort s book is destined to become an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind The Reporting Style of Short-hand Eldon Moran,1887 The Complete Writing Guide to Preparing Reports, Proposals, Memos, Etc Carolyn J. Mullins,1980 *How to Write Reports, Papers, Theses, Articles* John P. Riebel,1972

**Writing a Report** John Bowden,2011 What is special about the text is that it is more than just how to write reports it gives that extra really powerful information that can and often does make a difference This book is comprehensive in its detail and contents covering type style fonts writing style and even advice on binding and illustrations **Report Writing** Harold Frank Graves,Lyne Starling Sullivant Hoffman,1965 **How to Write Effective Law Enforcement Reports** Russell L. Bintliff,1991 **Report Writing for Criminal Justice Professionals** Jerrold G. Brown,Clarice R. Cox,1998 How to Write Letters and Reports Harrison Gray Platt,1943 How to Write Effective Reports Federal Electric Corporation. Training Branch,1965

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