

## 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.

# Formal Business Report Writing Examples

**R Bogdan**



## Formal Business Report Writing Examples:

*Contemporary Business Reports* Varner, Pomeroy, 1998-08      *Linguistic Studies in Academic and Professional English*  
Juan Carlos Palmer Silveira, 2004 A collection of articles that tries to reflect the relevance of the research on specific English  
The book will be an interesting resource for students and teachers of English as well as for professionals who wish to learn  
more about specific English      **Writing to Go** Rob Colter, 2009-09-01 In today's fast-paced world of e-mail and instant  
messaging clear writing is more important than ever In *Writing to Go* bestselling author Rob Colter takes us through the  
writing process in ten easy steps This book is packed with precise and practical information delivered in a down-to-earth tone  
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confidence to write with greater speed and impact covering everything from knowing your purpose and audience to selecting  
your format organizing your points and writing clearly and effectively      **ENGLISH FOR BUSINESS COMMUNICATION**  
Ifeoluwapo Wumi, 2025-03-27 *English For Business Communication* Mastering professional Communication for Career  
Success is a comprehensive resource designed to help professionals entrepreneurs and students enhance their  
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confidently and persuasively Whether you're managing teams engaging clients or networking with industry leaders  
mastering business communication is the key to success This book is your essential guide to navigating the modern business  
landscape with clarity and confidence      **Effective Business Report Writing** Leland Brown, 1973      **ENGLISH FOR  
SECRETARY AND OFFICE STAFF A PRACTICAL GUIDE FOR PROFESSIONALS** Dr. Sayit Abdul Karim, S.Pd.,  
M.Pd., Laely Nur Fadillah, According to Wiktionary the word secretary comes from Latin word secretarius which means a  
confidential clerk or secretary A secretary is a person who maintains a company's secret documents or files There are several  
titles that can be used to refer to a company secretary including a department secretary an administrative assistant a  
personal secretary a secretary to the management a senior secretary or an executive secretary Secretary is considered to be  
one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work  
Her role is to facilitate the management's ability to perform the truly critical tasks As a result a good secretary needs to be  
adaptable skilled precise efficient and always eager to learn new things      **BUSINESS COMMUNICATION** DR.KANCHAN  
LATA SINHA ,DR.LATA PANDE, 2025-12-25      **BUSINESS MANAGEMENT ( PART - I )** PRABHU TL, Embark on a  
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dynamic business landscape Unveiling Business Mastery Immerse yourself in the realm of business management as this book provides a roadmap to understanding the core aspects of managing organizations From exploring different management theories to deciphering the intricacies of organizational structure from honing essential leadership skills to fostering a culture of innovation this guide equips you with the tools to navigate the foundational elements of business management Key Topics Explored Introduction to Business Management Discover the significance benefits and role of effective management in achieving organizational success Management Theories and Concepts Embrace the art of understanding different management philosophies and their practical applications Organizational Structure and Design Learn about structuring organizations for optimal efficiency communication and synergy Leadership Essentials Understand the key principles of leadership communication and decision making in a business context Innovation and Change Management Explore strategies for fostering innovation managing change and adapting to evolving business landscapes Target Audience Essentials of Business Management Part I caters to students aspiring managers entrepreneurs professionals and anyone interested in gaining a solid understanding of the foundational principles of business management Whether you re seeking to kickstart your career enhance your leadership abilities or explore the dynamics of organizational operations this book empowers you to embark on a journey of business mastery Unique Selling Points Real Life Business Management Scenarios Engage with practical examples from various industries that highlight effective management strategies Practical Tools and Frameworks Provide actionable insights case studies and tools for applying management concepts in real world scenarios Leadership and Team Development Address the role of leadership in fostering collaboration motivation and employee engagement Contemporary Relevance Showcase how business management intersects with modern challenges such as globalization digital transformation and diversity Build a Foundation of Excellence Business Management Part I transcends ordinary business literature it s a transformative guide that celebrates the art of understanding navigating and mastering the foundational elements of effective business management Whether you re shaping organizational culture honing leadership skills or driving innovation this book is your compass to mastering the principles that drive organizational success Secure your copy of Business Management Part I and embark on a journey of navigating the foundations of organizational excellence

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