

## 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

**John Ball,Cecil Brown Williams**



## 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** , How to Write Reports and Proposals Patrick Forsyth,2019-07-03 How to Write Reports and Proposals is essential reading for achieving effective writing techniques Getting a message across on paper and presenting a proposal in a clear and persuasive form are vital skills for anyone in business and this book provides practical advice on how to impress convince and persuade your colleagues or clients Fully updated for 2019 this 5th edition now features even more practical exercises useful templates and top tips that will help you to write succinctly and with impact across different media How to Write Reports and Proposals will give you the tools to put over a good case with style The Creating Success series of books Unlock vital skills power up your performance and get ahead with the bestselling Creating Success series Written by experts for new and aspiring managers and leaders this million selling collection of accessible and empowering guides will get you up to speed in no time Packed with clever thinking smart advice and the kind of winning techniques that really get results you ll make fast progress quickly reach your goals and create lasting success in your career **How to Write Effective Law Enforcement Reports** Russell L. Bintliff,1991 How to Write Effective Reports Federal Electric Corporation. Training Branch,1965 **The Reporting Style of Short-hand** Eldon Moran,1887 **How to Write Reports, Papers, Theses, Articles** John P. Riebel,1972 **How to Write Letters and Reports** Harrison Gray Platt,1943 How to Write Reports Winward Prescott,1932 **Report Writing** Harold Frank Graves,Lyne Starling Sullivant Hoffman,1965 *Report Writing for Criminal Justice Professionals* Jerrold G. Brown,Clarice R. Cox,1998 **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 **Report Writing** John Ball,Cecil Brown Williams,1955 **A Student Guide to Engineering Report Writing** John Fiske Brown,1985 *Annual Report of the Commissioners ...* ,1884 **How to Write Reports** Calvin Darlington Linton,1954 *Annual Report on the Public Schools in the Province of British Columbia* British Columbia. Superintendent of Education,1917 **Writing a Report** Sally Speer Leber,1997 *An Annotated Bibliography on Technical Writing, Editing, Graphics, and Publishing, 1950-1965* Society of Technical Writers and Publishers,1966 *Pitman's Journal of Commercial Education* ,1874 Annual Report Massachusetts Commission for the Blind,1908

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