

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)

Examples And Informal Report

**Alta Gwinn Saunders, Chester Reed
Anderson**

Examples And Informal Report:

The Elements of Academic Research Richard H. McCuen, 1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool

Business and Professional Writing: A Basic Guide - Second Canadian Edition Paul MacRae, 2019-05-13 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout

[The Foundations of Communication in Criminal Justice Systems](#) Daniel Adrian Doss, William H. Glover, Jr., Rebecca A. Goza, Michael Wigginton, Jr., 2014-10-17 Myriad forms of communication occur within the criminal justice system as judges and attorneys speak to juries law enforcement officers interact with the public and the news media presents stories of events in courtrooms Hindrances abound however Law enforcement officers and justice system personnel often encounter challenges that affect their ability to communicate with others ranging from language barriers to conflicting accounts of witnessed events to errors caused by malfunctioning technology Examining the relevancy of the U S Constitution to modern communications The Foundations of Communication in Criminal Justice Systems demonstrates how information is conveyed from multiple perspectives in a range of scenarios enabling readers to see how these matters relate to and affect the criminal justice system Topics covered include How to use the communications process within the justice system from the crafting of messages through the solicitation of feedback Effective methods for persuading individuals and audiences Federal regulations in the workplace and workplace communications tactics How law enforcement and public safety entities use marketing and advertising to influence the general public How to use multimedia resources when communicating Using multiple communications styles to support effective leadership The book concludes with discussions on innovations in communication technology natural language processing cybernetics and other emerging concepts With an emphasis on logical reasoning in communication the book explores the perspectives of numerous players in the justice system from patrol officers to attorneys Supplemented by examples of written communication templates that can be adapted within a law enforcement organization it provides readers with solid theoretical and applied approaches to the subject matter

[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 expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference *Communicating in Business* F. Stanford Wayne, David P. Dauwalder, 1994 Focuses on the decision making business action purposes of communication and how to shape communication and action using modern business tools BUSINESS COMMUNICATION DR. KANCHAN LATA SINHA, DR. LATA PANDE, 2025-12-25 Annual Report Great Britain. Local Government Board, 1912 Supplements to the Board's Annual report include the Report of the medical officer *Annual Report of the Ministry of Health* Great Britain. Ministry of Health, 1920 *Annual Report of the Local Government Board* Great Britain. Local Government Board, 1912 Supplements to the Board's Annual report include the Report of the medical officer **Report** Commonwealth Shipping Committee, 1909 **English for Vocational Schools** John Theodore Shuman, 1944 *Newcastle Council Reports* Newcastle upon Tyne (England). Town Council, 1908 *The Scots Revised Reports* Norman Macpherson, 1904 Industrial Management, 1925 **Annual Reports on the Health of the County Borough of Darlington for the Year ...**, 1912 Official Monthly Bulletin of the Inter-state Cotton Seed Crushers' Association, 1929 Health of the City ... Annual Report Coventry (England). Medical Officer of Health, 1925 Report on the Health and Sanitary Circumstances Northampton (England : County borough). Public Health Dept, 1915 *Technical Communication in the Age of the Internet* Maris Roze, Simon Maxwell, 2002 Focusing on what to do rather than on the theory of why it should be done this practical user friendly guide explores common on the job writing communication requirements Comprehensive and current it uses a learn by doing approach to cover writing and oral communication along with current electronic communication opportunities Chapter topics feature building blocks reports correspondence oral communications research and development and grammar usage and mechanics For individuals who want to communicate more effectively on the job and in their life **Business Reports, Investigation and Presentation** Alta Gwinn Saunders, Chester Reed Anderson, 1929

Adopting the Beat of Phrase: An Mental Symphony within **Examples And Informal Report**

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