

## Guidelines For Writing Reports

### ≡ Introduction

- ž This presentation will outline the basics of writing reports.
- ž This includes an explanation of the parts of a report: "heading, introduction, discussion and conclusion/ recommendations"
- ž In addition, it will provide examples of common types of reports..

### ≡ Heading/ Introduction

- ž The Heading section includes:
  - § the date the report is written
  - § the recipient (s) of the report
  - § the subject of the report, including the topic and the focus of the report
- ž The Introduction is general overview of the report including:
  - § The purpose of the report,
  - § the people involved,
  - § the time period the report represents..

### ≡ Discussion

- ž This section of the report is the largest.
- ž In the discussion section, you sum up the activities and problems you run into at work.
- ž When developing this section consider:
  - § Whom is involved—be specific
  - § When did the incident take place— provide details
  - § Why are you composing this report?
  - § What exactly was the process?.

### ≡ Conclusion/ Recommendations

- ž This part of the report is the place to summarize what has been learned from work or incident or to share any decisions that have been made.

# Guidelines For Writing Reports

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