

## Report writing: Formal

There are many different types of reports. This information is a basic outline only. Before you attempt to write a report, you should check the particular requirements for the subject.

A formal report should have the following arrangement.

**1. TITLE PAGE** — The Title Page must include the subject of the report, who the report is for, who the report is by and the date of submission.

**2. ABSTRACT** — An Abstract is usually 100 to 200 words and should include the following:

- why the report has been written (i.e. what question or problem is it addressing?)
- how the study was undertaken
- what the main findings were
- what the significance of the findings is.

Be specific and precise so that the reader can get a good understanding of the main points without having to read the whole report.

The abstract should be on a separate page with the centred heading **ABSTRACT** in capitals. It is usually written in a single paragraph with no indentation.

**3. TABLE OF CONTENTS** — The Table of Contents should be on a separate page. It helps the reader to find specific information and indicates how the information has been organised and what topics are covered. The table of contents should also include a **list of figures** and a **list of tables** if any are used in the report.

**4. INTRODUCTION** — The Introduction has three main components.

1. **The Background** which describes events leading up to the existing situation, what projects have been done previously, and why the project or study is necessary.
2. **The Purpose** which defines what the project or study is to achieve, who authorised it and the specific terms of reference.
3. **The Scope** which outlines any limitations imposed on the project such as cost, time etc.

**5. BODY** — The Body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way.

**6. CONCLUSION** — The Conclusion should be as brief as possible. They should be presented in descending order of importance and should not suggest action. Conclusions should be free from speculation (i.e. ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.

**7. RECOMMENDATIONS** — The Recommendations should follow naturally from the conclusions. They should be offered in descending order of importance and may be in point form when several recommendations are being made.

**8. REFERENCES** — The list of References is an accurate listing, in strict alphabetical order, of all the sources referred to.

# Sample Format Of Report Writing

**Dorothy Abeyta**



## **Sample Format Of Report Writing:**

**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 Appendices include model reports examples of agency instructions for completing report forms and selected readings

**Report Writing for Criminal Justice Professionals** Larry Miller, John Whitehead, 2017-09-14 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50 75 percent of their time writing administrative and research reports The information provided in these reports is crucial to the functioning of our system of justice Report Writing for Criminal Justice Professionals Sixth Edition provides practical guidance with specific writing samples and guidelines for providing strong reports Most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition includes updates to reference materials and citations as well as further supporting examples and new procedures in digital and electronic report writing

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the legal process depends on careful documentation and the crucial information that lies within but most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition is updated to include timely information including extensive coverage of digital reporting updates on legal issues and privacy rights and expanded coverage of forensics and scientific reporting Important concepts are emphasized with related checklists and complemented by real world example forms Each chapter concludes with a sample test for self evaluating purposes Includes new and updated information on digital forms and data entry techniques     **Psychological Report Writing** Joseph William Hollis,Patsy A. Donn,1979     Business Letters, Memorandums, and Reports Marion Minerva Lamb,Eugene Harley Hughes,1967     *Report Writing for Criminal Justice Professionals* Jerrold G. Brown,Clarice R. Cox,1998     *An Introduction to Report Writing* John Frank Ligon,1953     *Guide to Report Writing for Consulting Arborists* Dorothy Abeyta,1995     Technical Report Writing Today Daniel G. Riordan,Steven E. Pauley,1999 An introductory technical writing text Technical Report Writing Today provides coverage of basic skills such as definition and description and common forms such as memos reports proposals and job applications     **Guidelines for Report Writing** Ron Blicq,1990     Official Monthly Bulletin of the Inter-state Cotton Seed Crushers' Association ,1922     **The City Record** ,1903     **Annual Report** Board of Governors of the Federal Reserve System (U.S.),1915     **Official Documents, Comprising the Department and Other Reports Made to the Governor, Senate and House of Representatives of Pennsylvania** ,1888     Report from Committee of Selection of H.L., Reports from Select Committees of H.L., and Evidence, &c., and Reports from Joint Select Committees of H.L. and H.C., and Evidence, &c Great Britain. Parliament. House of Lords,1911     Cotton Oil Press Official Monthly Bulletin of the Interstate Cotton Seed Crushers' Association ,1922     *Report* Western Australia. Dept. of Mines,1919

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