

## 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)*

# Sample Of Informal Report Writing

**Jennifer MacLennan**



### **Sample Of Informal Report Writing:**

*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 [Dynamic Communication for Engineers](#) Richard H. McCuen, Peggy A. Johnson, Cynthia Davis, 1993-01-01 Communications skills are essential to all professional practices but often it is a skill for which most engineers are least prepared The authors provide a hands on approach on communicating more effectively in the workplace This comprehensive guidebook tailors instructions to the special needs of engineers as real world examples illustrate a variety of communication situations Topics include procrastination technical writing style communicating technical data and statistics ethical considerations technical reports oral communication graphics and visual aids business correspondence r sum s job interviews and nonverbal communication Undergraduate and graduate students as well as professionals just entering the work force will find this book an easy to read and concise handbook for mastering the fundamentals of professional and technical communication **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 **Technical Report Writing Today** Daniel G. Riordan, Steven E. Pauley, 2005 Technical Report Writing Today provides thorough coverage of technical writing basics techniques and applications Through a practical focus with varied examples and exercises students internalize the skills necessary to produce clear and effective documents and reports Project worksheets help students organize their thoughts and prepare for assignments and Focus boxes highlight key information and recent developments in technical communication Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions Annotated student examples more than 100 in all illustrate different writing styles and approaches to problems Numerous short and long examples throughout the text demonstrate solutions for

handling writing assignments in current career situations The four color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities The Ninth Edition offers many new examples exercises samples and articles the latest information on using electronic resumes and documenting electronic sources more on group work and new Ethics and Globalization sidebars that highlight these two important topics in the technical communication field Chapter exercises have been labeled to guide students in various goals You create You analyze You revise and Group In this revision the authors have focused on streamlining and updating key chapters rather than on substantially changing the text s effective organization Chapter 1 Definition of Technical Writing has been thoroughly revised to include complete sections on ethics and globalization Theoretical sections have been updated to include current thinking about the role of communication between people New exercises and examples are included Chapter 2 Profiling Audiences has been completely revised to feature current thinking about defining audiences including an emphasis on the tasks that audiences must perform after reading and a section on creating audience profiles Worksheets have been revised and a section on meeting quality benchmarks has been added Chapter 3 The Technical Writing Process substantially updated offers a current description of the document creation process and includes recent thinking on information design Chapter 6 Designing Pages has been revised and simplified to make the complex process of page design easier for students to grasp Chapter 12 Memorandums and Informal Reports heavily revised now includes more emphasis on and new examples of the IMRD report format The chapter also includes a focus section with an expanded treatment of email Chapter 15 Recommendation and Feasibility Reports presents a new feasibility report created by a small business to determine whether or not to market an item Chapter 18 Oral Presentations now focuses on PowerPoint The theory of oral reports is expanded to include recent criticisms of PowerPoint presentations and advice on creating effective presentations Appendixes include A Brief Handbook Appendix A focusing on the sentence punctuation and mechanics issues most relevant to technical writing and Documenting Sources Appendix B covering the most up to date APA and MLA methods for documenting print and electronic sources The text specific instructor web site features such resources as sample syllabi a transition guide an assessment guide and chapter by chapter teaching suggestions The student site offers additional student samples including web sites built by their peers cha

**Business Communication in Context** Melinda G. Kramer,2001 This title emphasizes the different contexts in which business communication takes place It introduces the reader to the situations faced by business professionals and provides guidelines for the principles practices and skills needed to achieve communication success **Report Writing** Carl Gilbert Gaum,Harold Frank Graves,1929 **Effective Business Writing** Jennifer MacLennan,1995 Technical Communication for Readers and Writers Brenda R. Sims,2002-09-24 Sims Technical Communication for Readers and Writers Second Edition guides students in planning writing and designing effective documents to meet the needs of users and readers Thoroughly revised expanded and redesigned in full color this edition gives students the tools they need to create appropriate technical

documents for a multitude of writing situations and audiences The text takes a process approach rather than the model based approach of older tech writing texts

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This sourcebook demonstrates the vigorous work being done in the field of technical and scientific communication Collectively the essays offer researchers a basis from which to begin constructing the theoretical framework necessary for the study of technical communication The book begins with general concerns and progresses to particular applications The chapters comprising Part I outline larger theoretical perspectives from which to examine technical communication humanistic approaches to technical communication the history of technical communication communication theory and technical writing and the teaching of technical writing Part II examines the relationship of technical communication to traditional rhetorical concerns such as invention audience modes of organization and style Specific types of technical communication proposals reports and business correspondence among others are discussed in Part III The use of the computer oral presentations and specialized forms of technical communication are examined in Part IV The appendixes offer guides to textbooks and style manuals and an overview of the technical writing profession

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