

## 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

**Sandra E. Lamb**

## Sample Of 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.

**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.

**Report** Commonwealth Shipping Committee, 1913    [Annual Report of the Ministry of Health](#) Great Britain. Ministry of Health, 1920    [Annual Report](#) Great Britain. Local Government Board, 1913 Supplements to the Board's Annual report include the Report of the medical officer    [Minutes of the County Council and Reports and Minutes of Committees of the Council and Other Documents Submitted to the Council](#) Lanarkshire (Scotland). County Council, 1947

*Report of the Ministry of Health for the Year Ended ...* Great Britain. Ministry of Health, 1922    **Health of the City ...**  
**Annual Report** Coventry (England). Medical Officer of Health, 1925    **Annual Report of the Local Government Board** Great Britain. Local Government Board, 1910 Supplements to the Board's Annual report include the Report of the medical officer    *First and Final Report[s] of the Royal Commission Appointed to Inquire Into Arsenical Poisoning from the Consumption of Beer and Other Articles of Food Or Drink ...* Great Britain. Royal Commission on Arsenical Poisoning, 1903

**Annual Report of Proceedings Under the Sale of Food and Drug Acts, [1875- ], the Merchandise Marks Acts, 1877-1894, the Fertilizers and Feeding Stuffs Act, 1893 and the Board of Agriculture Act, 1899** Great Britain. Board of Agriculture and Fisheries. Intelligence Division, 1908    [Parliamentary Papers](#) Great Britain. Parliament. House of Commons, 1904    [Newcastle Council Reports](#) Newcastle upon Tyne (England). Town Council, 1908    *Official Monthly Bulletin of the Inter-state Cotton Seed Crushers' Association*, 1929    **Justice of the Peace**, 1920    **Justice of the Peace and Local Government Review**, 1920    **Report of the State Board of Health of the State of Ohio. 1908**, 1909

[Annual Report of the State Board of Health of the State of Ohio, for the Year Ending](#) Ohio. State Board of Health, 1909  
*Chemist and Druggist*, 1924    *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

## Decoding **Sample Of Informal Report**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Of Informal Report**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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web the key emotion in all forms of shame is contempt miller 1984 tomkins 1967 two realms in which shame is expressed are the consciousness of self as bad and self as inadequate 11 people employ negative coping responses to counter deep rooted associated sense of shameworthiness 12

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web feb 18 2009 guilt is a feeling you get when you did something wrong or perceived you did something wrong shame is a feeling that your whole self is wrong and it may not be related to a specific behavior or event when you feel guilty about the wrong thing you did you can take steps to make up for it and put it behind you

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web an uncomfortable feeling of guilt or of being ashamed because of your own or someone else's bad behaviour he said he felt no shame for what he had done hang bow your

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