Military reports

Since a **military report** is the most frequent task during **English exams according to STANAG 6001** (from level 2 to level 4) you should be familiar with that form of writing. It is undoubtedly the most popular and the most useful form you will be exposed to in the military service. That is why it is "the must" during all military English exams, at a writing part of the exam.

Military reports — principles and rules

To write any report successfully you should bear in mind that it is extremely formalized type of writing, therefore, there are some basic, core rules to follow. Negligence in complying with those rules may result (and surely it will!) in a lower score at the writing test.

English

There are at least 9 basic principles any reports writer should be aware of

1. Reports are the most impersonal kind of writing and this is also reflected in the language used. It is usually best to avoid expressing personal opinions or feelings except, perhaps, in a conclusion.

2. Reports, like other kinds of writing, must be divided into paragraphs/sections.

3. Reports should have a clear, factual heading and may also have subheadings which clearly show what each section is about.

4. Letters and numbers may be used to separate sections from each other.

5. Each section deals with a different aspect of the topic.

6. Generally, the text aims to give information, not to entertain.

7. An introduction either may say what purpose of the report is or may give an outline of the content.

8. A final section summarises what has been stated and makes recommendation, if necessary.

9. The style is formal in the whole text.

Military reports — example

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