

FORMAL REPORT FORMATS

FORMAL REPORT USES

Various types of reports are employed in the engineering profession (e.g., memos, status reports, interim reports, final reports), but each category has a fairly standard format. This document presents a more formal report format. The *formal report* format might be used to report work performed on a long-term project, to present work performed for a client, or to present results for publication in technical journals. An example of a *formal report* is presented at this Web site (<http://www.weng.uwyo.edu/classes/mereff/>). This example embodies many of the concepts discussed in other Web site Reference Materials. Note, all reports in Mechanical Engineering (ME) classes should be "sent" with a **Letter of Transmittal** and formal reports should contain an **Informative Abstract**. These two items are of singular importance because they are common across all professions and used throughout technical written communication. Each requires clarity and brevity, and the **Letter of Transmittal** is also an exercise in solid, person-to-person communication. The **Letter of Transmittal** gives a record of what was submitted and gives the recipient concise information on what is contained in the report and what action is required. The **Informative Abstract** is a concise description of the background, the results, the conclusions, and recommendations of the report. The **Informative Abstract** is commonly used in research and allows readers to judge the pertinence and value of the report without reading the entire report. Both the **Letter of Transmittal** and the **Informative Abstract** should be considered as separate from the *formal report*, i.e. the *formal report* should be complete without either of these two components.

Letter of Transmittal

The **Letter of Transmittal**, in formal block format, sends the report, stating the report title, establishing the purpose of the report, informing or reminding the reader of who authorized the report, why and when the report was requested, what the main subject of the report is, who else contributed to the report, and what you want the reader to do. It is the first item the reader sees; therefore, it is placed *before* the enclosed report.

Informative Abstract

An **Informative Abstract** must be a *self-contained synopsis* of the report which *concisely* summarizes the objectives, procedure, pertinent results, and the inferred conclusions. The **Informative Abstract** includes introductory material to give the context of the work, and it is the *last* item that is written since its emphasis is on the results and conclusions. Students often have difficulty comprehending what constitutes a reasonable **Informative Abstract**. Some examples are therefore presented in the **Informative Abstract Examples** section of these guidelines. Often the author is required to provide **Keywords** that describe the subject matter of the report and are used by search engines. It should be noted that the **Title**, the **Informative Abstract**, and **Keywords** are very important in these days of electronic retrieval of archival materials. Readers of archival material may vary widely in background and be from diverse cultures. Great care should be exercised to make your **Informative Abstract** as precise, concise, and clear as possible.

FORMAL REPORT GUIDELINES

A formal report contains many of the same elements as the memo report, but includes more of the details as well as additional information. Informative abstracts, appendices and glossaries (Lists of Symbols) are not usually included in memo (short) reports, but are normally included in formal reports.

How To Write Report Style

Jerrold G. Brown, Clarice R. Cox



How To Write Report Style:

Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports , *How to Write Reports and Proposals* Patrick Forsyth,2019-07-03 How to Write Reports and Proposals is essential reading for achieving effective writing techniques Getting a message across on paper and presenting a proposal in a clear and persuasive form are vital skills for anyone in business and this book provides practical advice on how to impress convince and persuade your colleagues or clients Fully updated for 2019 this 5th edition now features even more practical exercises useful templates and top tips that will help you to write succinctly and with impact across different media How to Write Reports and Proposals will give you the tools to put over a good case with style The Creating Success series of books Unlock vital skills power up your performance and get ahead with the bestselling Creating Success series Written by experts for new and aspiring managers and leaders this million selling collection of accessible and empowering guides will get you up to speed in no time Packed with clever thinking smart advice and the kind of winning techniques that really get results you ll make fast progress quickly reach your goals and create lasting success in your career **How to Write Effective Law Enforcement Reports** Russell L. Bintliff,1991 *How to Write Effective Reports* Federal Electric Corporation. Training Branch,1965 The Reporting Style of Short-hand Eldon Moran,1887 **How to Write Reports, Papers, Theses, Articles** John P. Riebel,1972 *How to Write Letters and Reports* Harrison Gray Platt,1943 How to Write Reports Winward Prescott,1932 Report Writing Harold Frank Graves,Lyne Starling Sullivant Hoffman,1965 **Report Writing for Criminal Justice Professionals** Jerrold G. Brown,Clarice R. Cox,1998 **Professional Report Writing** Simon Mort,1992 Professional Report Writing is probably the most thorough treatment of this subject available covering every aspect of an area often taken for granted The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from the worlds of business industry and government Simon Mort s book is destined to become an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind **Report Writing** John Ball,Cecil Brown Williams,1955 **A Student Guide to Engineering Report Writing** John Fiske Brown,1985 **Annual Report of the Commissioners ...** ,1884 *How to Write Reports* Calvin Darlington Linton,1954 *Annual Report on the Public Schools in the Province of British Columbia* British Columbia. Superintendent of Education,1917 Writing a Report Sally Speer Leber,1997 An Annotated Bibliography on Technical Writing, Editing, Graphics, and Publishing, 1950-1965 Society of Technical Writers and Publishers,1966 Pitman's Journal of Commercial Education ,1874 Annual Report Massachusetts Commission for the Blind,1908

The Top Books of the Year How To Write Report Style The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. How To Write Report Style : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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