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.

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Wenbin Ji

Report Writing:

Sharpen Your Report Writing Skills Jennifer Rozines Roy,2011-08-01 Learn what goes into a report the correct order for your information and the final touches that make your report look amazing Provided by publisher **Fundamentals of Report Writing for Law Enforcement** Michael Roberts,Michelle Deerwester-Dalrymple,2025 Written by Sergeant Michael Roberts a 28 year knuckle dragging police veteran with boots on the ground experience and co authored by his far wiser wife award winning author and college professor Michelle Deerwester Dalrymple this book covers nearly every aspect of LEO report writing Designed to complement and support academy report training this text walks readers through the full report writing process Why reports matter in law enforcement How to take detailed usable notes Interview techniques that get to the truth Writing with clarity accuracy and the right tone The importance of specific details in the report Grammar and structure that won t get laughed out of court Whether you re a rookie a veteran or a training officer this book will make you a stronger more confident writer because in this profession your report might be the only voice a victim ever gets *Writing a Report* John Bowden,2008 Now in its 8th edition this extensively revised and updatedhandbook explains how you can write reports that will be A Read without unnecessary delayA Understood without undue effortA Accepted and where applicable acted uponDivided into three parts the book looks in detail firstly at thepractical side of report writing A Preparation and planningA Collecting and handling informationA Writing and revisingSecondly at the creative side of report writing A Achieving a good style and choosing the right wordsAnd thirdly at 23 common types of report including A Annual reportsA Appraisal reportsA Audit reportsA MinutesA Progress reportsA Student project reportsA Technical reportsThere is also an extensive glossary and a selection of sample reports *Report Writing* Michelle Reid,2018-08-02 Practical and concise this is the essential guide to writing effective reports It shows students how to tailor report structures and conventions to different audiences and purposes and how to manage changes in format and requirements so that they have the tools and understanding to write reports with confidence It includes real life examples of student reports to illustrate the features of good report writing and a comprehensive checklist to keep students on track This is an invaluable resource for students of all levels who are required to write reports as part of their course New to this Edition Contains a new section on demonstrating critical analysis in the key parts of a report including the literature review methodology and findings Additional guidance on effective writing style *Writing A Report, 9th Edition* John Bowden,2011-06-24 Now in its 9th edition this extensively revised and updated handbook explains how you can write reports that will be Read without unnecessary delay Understood without undue effort Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing Preparation and planning Collecting and handling information Writing and revising Secondly at the creative side of report writing Achieving a good style and choosing the correct words Improving the overall appearance of reports And thirdly at 23 common types of report including Annual reports Appraisal reports Audit reports

Minutes Progress reports Student project reports Technical reports There is also an extensive glossary and a selection of sample reports **Writing a Report** John Bowden,2011 Now in its 9th edition this extensively revised and updated handbook explains how you can write reports that will be Read without unnecessary delay Understood without undue effort Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing Preparation and planning Collecting and handling information Writing and revising Secondly at the creative side of report writing Achieving a good style and choosing the correct words Improving the overall appearance of reports And thirdly at 23 common types of report including Annual reports Appraisal reports Audit reports Minutes Progress reports Student project reports Technical reports There is also an extensive glossary and a selection of sample reports Contents List of illustrations Preface to the ninth edition Acknowledgments Part 1 The practical side of report writing 1 Preparation and planning 2 Collecting and handling information 3 Writing and revising your report Part Two The creative side of report writing 4 A style guide to good report writing 5 The Correct Use of English 6 Improving the presentation of your report Part Three Some common types of report Accident reports Agendas for committee meetings Annual reports Appraisal reports Audit reports Comparative testing reports Duty notes reports Explanatory reports Feasibility reports Informative reports Instructional manuals Interview reports Investigation into the financial affairs of a company reports Minutes Process description reports Progress reports Scientific reports Student project reports Systems evaluation reports Technical reports Technological reports Trouble shooting reports Appendix 1 Harvard Referencing Appendix 2 Sample reports Glossary Resources Index **Report Writing** Bogg, Daisy,2012-05-01 This informative and easy to follow book will be useful in supporting Social Care professionals to develop this core social work skill in producing factual structured effective and well presented reports for various social needs and client groups It guides the report writer to produce reports that are anti discriminatory concise open honest and written in plain English facilitating better understanding of the report for both the person the report is about and the readers of the report Veronica Clifton Social Worker and Practice Teacher This book is grounded in practice and provides clear guidance on a range of elements which need to be in place in order to produce effective reports It provides a framework and aide memoir which is developed and reinforced by the use of good practice points and check lists It should meet the needs of a wide audience and can be used in a variety of settings Joe Szymkowiak Registered Social Worker This pocket guide is brimming with good practice points and checklists points of law reminders hints report templates and much much more to guide social workers in report writing It also outlines the specific features which are required of reports in specific situations such as core assessments safeguarding or detentions under the Mental Health Act This guide is highly recommended as a tool for all students and practitioners Dr Martin Webber Institute of Psychiatry King s College London UK Report writing is a key social work skill and one in which many practitioners receive very little formal training and preparation This practical book provides key information hints and tips to help you to develop

your report writing style and to consider best practice in your written communication Part of a new Social Work Pocketbooks series this easy to use guide supports social workers at all levels The book contains A range of report templates Examples of good practice in report writing Specialist chapters covering legal policy and assessment situations Checklists to provide reminders of content and style requirements Understanding the audience and purpose of your report writing is also a key consideration and this book explores Which information to include Formulating evidence into logical and clear recommendations User involvement in the process and the role of consent Considering a range of situations practice dilemmas and service user groups this book will assist you in producing professional informative and good quality reports

Basic Police Report Writing Allen Z. Gammage,1974-01-01 Outlines such writing mechanics as grammar word usage and paragraph construction and discusses the use of narrative presentation in reporting operations **Record Keeping** Nelouise Geyer,2006-04 Aimed at the registered nurse this handbook addresses the important but oft neglected subject of record keeping and provides concise relevant information on ways to improve and maintain standards within the health care institution **Private Security and the Investigative Process, Fourth Edition** Charles P. Nemeth,2019-08-30 Private Security and the Investigative Process Fourth Edition is fully updated and continues to provide complete coverage of the investigative process for private investigations by both individuals and in corporate security environments This edition covers emerging technology revised legal and practical considerations for conducting interviews and new information on case evaluation Written by a recognized expert in security criminal justice ethics and the law with over three decades of experience the updated edition of this popular text covers concepts and techniques that can be applied to a variety of investigations including fraud insurance private and criminal It details the collection and preservation of evidence the handling of witnesses surveillance techniques background investigations and report writing The book reflects best practices and includes tips for ensuring accurate and reliable private sector security investigations This new edition includes A new section on career opportunities in paths in the investigative field A rundown of the leading security Industry associations and professional standards being published Added discussion of observational interviews include current protocols analyzing data Details of the current legal implications for security surveillance and practices Advances in technology to thwart crime and fraud in retail and other business settings An entirely new section on e records from criminal and civil judgments Authoritative yet accessible this book is one of the only textbooks dedicated to the subject It also serves as an important reference for private investigators and security professionals Complete with numerous forms checklists and web exercises it provides the tools and understanding required to conduct investigations that are professional ethical and effective **For the Record** Kären M. Hess,Henry M. Wrobleski,1978-01-01 This text is designed for use by police science students or working law enforcement officers offers guidelines for report writing at all levels of law enforcement investigative reports are stressed A self teaching method is employed in which the student or law enforcement officer reads background information

works through exercises corrects sentences and refines final reports answers follow each activity so that readers may check their work Chapter headings cover an introduction to reports and report writing characteristics of a well written report steps in report writing principles of clear writing grammar sentences that make sense spelling and the apostrophe abbreviations numbers and capitalization the comma other marks of punctuation and review and practice At the end of each chapter is a self test to help the reader master the skills and principles of the chapter A final test is provided at the end of the text and a checklist containing guidelines for evaluating written reports is appended An index and a list of common abbreviations used in law enforcement reports are also included **The Oxford Handbook of Personality and Psychopathology Assessment** Joni L. Mihura,2025 In this second edition of the Oxford Handbook of Personality Assessment now titled The Oxford Handbook of Personality and Psychopathology Assessment Joni L Mihura brings together a respected group of international contributors to cover significant changes within the field of personality assessment The Handbook is updated to cover a range of topics focusing on four major goals to integrate contemporary dimensional models of personality and psychopathology to use a multimethod approach in which the method of assessment shapes the desired construct to integrate collaborative therapeutic assessment C TA when possible and to consider personality and psychopathology assessment through the lens of human diversity *Clinical Assessment of Child and Adolescent Personality and Behavior* Paul J. Frick,Christopher T. Barry,Randy W. Kamphaus,2009-12-12 Psychologists offer an increasing variety of services to the public Among these services psychological assessment of personality and behavior continues to be a central activity One main reason is that other mental health professionals often do not possess a high level of competence in this area And when dealing with children and adolescents psychological assessment seems to take on an even greater role Therefore it follows that comprehensive graduate level instruction in assessment should be a high priority for educators of psychologists who will work with these youth This textbook is organized into three sections consistent with the authors approach to teaching Part I provides students with the psychological knowledge base necessary for modern assessment practice including historical perspectives measurement science child psychopathology ethical legal and cultural issues and the basics of beginning the assessment process Part II gives students a broad review of the specific assessment methods used by psychologists accompanied by specific advice regarding the usage and strengths and weaknesses of each method In Part III we help students perform some of the most sophisticated of assessment practices integrating and communicating assessment results and infusing assessment practice with knowledge of child development and psychopathology to assess some of the most common types of behavioral and emotional disorders in youth A text focusing on assessment practices must be updated every four to six years to keep pace with advances in test development For example several of the major tests reviewed in the text such as the Behavioral Assessment System for Children and the Child Behavior Checklist have undergone major revisions since the publication of the last edition making the current content outdated Further another major test the Conners Rating

Scales is undergoing substantial revisions that should be completed before publication of the next edition Finally the evidence for the validity of the tests and the recommendations for their appropriate use evolve as research accumulates and requires frequent updating to remain current For example there was a special issue of the Journal of Clinical Child and Adolescent Psychology published focusing on evidenced based assessment of the major forms of childhood psychopathology that will need to be integrated into the chapters in Part 3 This latter point reflects an important trend in the field that should influence the marketing of the book That is there are several initiatives being started in all of the major areas of applied psychology e g school clinical and counseling to promote evidenced based assessment practices These initiatives have all emphasized the need to enhance the training of graduate students in this approach to assessment This has been the orientation of this textbook from its first edition that is Clinical Assessment of Child and Adolescent Personality and Behavior has focused on using research to guide all recommendations for practice The ability of the textbook to meet this training need should be an important focus of marketing the book to training programs across all areas of applied psychology

Writing a Report John Bowden,1997-01 *How to Really, Really Write Those Boring Police Reports!* Kimberly Clark,2001 They might be boring but reports can make or break cases and even careers How solid are yours In this easy to read and believe it or not enjoyable report writing guide expert Tampa PD Academy writing instructor Kimberly Clark teaches you to get reports flowing easily and in the right direction avoid jumbled and confusing narratives quickly spot key report contributors at the scene focus on three basic but essential elements every report needs use street slang wisely to get your point across and more This book will have you writing air tight liability reducing reports in no time and maybe even enjoying the process **Professional Report Writing** Simon Mort,1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort s book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind **Report Writing for Business** Raymond Vincent Lesikar,1981 *General Report for the Year ...* Great Britain. Education Dept. Eastern Division,1891

For the Record Kären M. Hess,Innovative Systems Publishers,Christine Hess Orthmann,2008-01-01 This manual offers guidelines for writing at all levels of law enforcement It teaches and give practice using guidelines for producing professional reports that reflect positively on the writer It is designed to be equally effective for individual study by working law enforcement officers or for course work by police science students It presents the general features of law enforcement reports and the steps in producing them Also covered are principles of clear writing grammar spelling and punctuation Although the manual focuses on investigative reports the principles of effective writing apply to any written work **The Professional Protection Officer** Sandi Davies,2025-06-30 THE PROFESSIONAL PROTECTION OFFICER TENTH EDITION

The Definitive Resource for Security Industry Success In today s increasingly complex security landscape protection professionals need a comprehensive guide that bridges theory and practical application The Professional Protection Officer delivers exactly that a meticulously crafted resource backed by decades of industry expertise This landmark 10th edition led by security industry pioneer Sandi J Davies CEO of the International Foundation for Protection Officers IFPO represents the culmination of extensive research into the evolving role of security officers in the 21st century Building upon the groundbreaking IFPO Research Project this edition incorporates the Security Officer and Patrol Services Competency Model published by the U S Department of Labor What sets this edition apart Seven comprehensive units covering the entire security spectrum from foundational concepts to emergency response Real world applications that prepare security professionals for today s challenges Contributions from over 40 leading security experts and practitioners Practical guidance for implementing effective security programs Career advancement pathways for security professionals at all levels Whether you re an entry level officer seeking professional development a supervisor enhancing your leadership skills or a security manager strengthening your organization s security posture this text provides the tools you need to succeed The IFPO has certified over 160 000 security professionals worldwide establishing global standards of excellence in security practice This text builds on that legacy reflecting the latest thinking technologies and methodologies in security operations This isn t just a textbook it s an investment in your security career Transform security challenges into opportunities for excellence with the industry s most trusted resource Your path to security professionalism starts here International Foundation for Protection Officers www ifpo org

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