

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.

Is Written On Report

Benjamin Vaughan Abbott



Is Written On Report:

Report Writing for Criminal Justice Professionals Larry S. Miller, John T. Whitehead, 2010-11-24 So much of the process of criminal justice depends on good documentation and criminal justice professionals can spend as much as 50 75% of their time writing up administrative and research reports Much of the legal process depends on the careful documentation that records crucial information And yet most of these law enforcement security corrections and probation and parole officers have not had adequate training in how to provide a well written accurate brief and complete report Report Writing for Criminal Justice Professionals provides practical advice on report writing with specific writing samples and guidelines The authors go beyond the routine English grammar approach to deal with the difficult but often ignored problem of documentation that will hold up in court Important concepts are emphasized with related checklists forms and pull out chapter tests The material is organized into three sections The Nature of Report Writing The Mechanics of Report Writing and The Modernization of Report Writing NEW TO THIS EDITION Updated and revised with new material on forensics and scientific reports crime reporting common errors in forensic reports and automation of report writing Appendixes are thoroughly revised with new examples of reporting forms worksheets and reports including a sample forensic lab report and presentence investigation report Text complemented by numerous examples sample reports and tools Each chapter concludes with a sample test for the reader to self evaluate learning Appendices include model reports examples of agency instructions for completing report forms and selected readings

Report on Canadian Archives and on the System of Keeping Public Records Public Archives of Canada, 1902

Essentials of Culture in Psychological Assessment A. Jordan Wright, 2024-11-05 Integrate cultural awareness and humility into your psychological assessments In Essentials of Culture in Psychological Assessment editor Jordan A Wright curates a collection of invaluable work that helps psychological assessors be more deliberate in acknowledging and in some cases mitigating the role that culture and cultural experiences can play in the psychological assessment process It encourages assessors to think about cultural issues as they relate to clients including the cultural background clients bring with them to the assessment and the oppressive experiences they may have endured You ll explore the roles that power and privilege might play in the assessment process and the cultural variables that affect the interaction with clients and the process as it unfolds You ll also discover how culture and oppression can be considered and accounted for throughout the entire lifecycle of a psychological assessment Readers will also find Tools and strategies for conducting culture informed and diversity sensitive psychological assessment Techniques for understanding the data that arises from clients from various backgrounds Ways to integrate culture into every aspect of psychological assessment Perfect for psychology clinicians of all kinds Essentials of Culture in Psychological Assessment is a can t miss resource that will inform improve and transform the way you conduct psychological testing and assessment on clients from a variety of cultural backgrounds

Annual Report of the Secretary of the State Board of Health of the State of Michigan, for the

Fiscal Year Ending ... Michigan. State Board of Health,1896 Medical Report of the Society of the Lying-in Hospital of the City of New York Society of the Lying-In Hospital of the City of New-York,1897 Annual Report of the Public Schools of Moline, Ill Moline (Ill.). Board of Education,1907 Report of the Board of Education of the State of Connecticut ; Submitted to the Governor, Together with the Report of the Secretary of the Board Connecticut. State Board of Education,1900

Conducting Psychological Assessment A. Jordan Wright,2020-10-13 Beginning to end step by step guidance on how to conduct multi method psychological assessments from a leader in the field The Second Edition of Conducting Psychological Assessment A Guide for Practitioners delivers an insightful overview of the overall integrative psychological assessment process Rather than focus on individual tests accomplished assessment psychologist professor and author A Jordan Wright offers readers a comprehensive roadmap of how to navigate the multi method psychological assessment process This newest edition maintains the indispensable foundational models from the first edition and adds nuance and details from the author s last ten years of clinical and academic experience New ways of integrating and reconciling conflicting data are discussed as are new models of personality functioning All readers of this book will benefit from A primer on the overall process of psychological assessment An explanation of how to integrate the data from the administration scoring and interpretation phases into a fully conceptualized report Actual case examples and sample assessment cases that span the entire process Perfect for people in training programs in health service psychology including clinical counseling school and forensic programs Conducting Psychological Assessment also belongs on the bookshelves of anyone conducting assessments of human functioning *Annual Report of Perkins Institution and Massachusetts School for the Blind* Perkins Institution and Massachusetts School for the Blind,1925 **Reports, Notes of Cases & Proceedings and Judgments in Appeals, Etc., and References Under Rules, Orders & Ordinances Relating to the Gold Coast Colony, and the Colony of Nigeria, from 1861 to 1914** Gold Coast. Courts,1915 *Annual Reports of the Various City Officers of the City of Minneapolis, Minnesota* Minneapolis (Minn.),1898 *Annual Report of the Public Utilities Commission of the District of Columbia* Public Utilities Commission of the District of Columbia,1914 Annual Report ,1919 "Code of Massachusetts regulations, 1989" ,1989 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 *The National Forest Manual* United States. Forest Service,1928 **The True Latter-Day-Saints' Herald** ,1875 **Reports of Mine Inspectors** ,1909 Beginning 1959 includes annual report of the Oil and gas section formerly issued separately **index to the reports of committees of the house of representatives for the first and second of the forty - fifth congress 1877 - 1878** ,1878 **Documents of the ... Legislature of the State of New Jersey** New Jersey. Legislature,1897 *Abbotts' Digest of All the New York Reports, 1913-[1917]* Benjamin Vaughan Abbott,1914

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