

# Formal Reports



## A WRITING GUIDE

# What is a report?



- Factual account or summary
- Written in a formal, concise manner
- Usually commissioned or requested
- Either investigative or eye-witnessed
- The aim is to convey & record information
- Facts must be correct, relevant, informative and able to be substantiated
- Attention to detail is essential
- For clarity, they may be written in point form

# What is a report?



- The tone will depend on:
  - Type of report
  - Audience
- Avoid using “I” or “me” (this makes the report sound more objective)

# Format of the Report



- **Headings:**
  - Person or persons to whom the report is addressed
  - Title of the report
  - Terms of reference (by whom was the report requested)
  - Procedure
  - Findings
  - Conclusion
  - Recommendations
- **A report must be signed and dated**

# Some guidelines before you start



- Filename:  
Your Name – F2 Report
- Email completed report to

[F2ipadenglish@gmail.com](mailto:F2ipadenglish@gmail.com)