

## **The structure of a report**

Unless you have been given specific instructions, it's a good idea to follow the generally accepted standard structure. Alternatively, you may be given a 'house-style' to follow. This is often the case in employment, where organisations have evolved formats which suit their purpose. Either way, the information needs to be organised logically.

The standard structure has these sections, in this order:

- title page
- summary
- contents page
- introduction
- main body of text (with sections/chapters to suit your material)
- conclusion
- recommendations
- bibliography, if appropriate
- appendix/appendices

## **Page layouts**

- A report looks more professional if word-processed
- pay attention to headings/sub-headings, margins and spacing of sections
- avoid decorative fonts – even on the title page

## **Standard report structure**

If you have not been given other instructions, this is suitable for student reports. The main sections are listed below, in the right order:

### **Title page**

Show report title, author's name, date, the person/organisation for whom the report has been written. If the title is not set, create one which is brief, straightforward and factual.

If there is a limited readership – (a business report may be confidential) – it should say so on the title page.

### **Summary**

Put the summary at the beginning of the report, to be easily accessible.

Write it as a precis, or abstract, of the whole report (including the conclusion and recommendations) – so it cannot be written until last.

# Standard Report Writing Format

**Tao Wei**



## **Standard Report Writing Format:**

*Diagnostic Report Writing In Speech-Language Pathology* Steven Blaustein, 2024-06-01 Designed to improve the report writing skills of speech language pathology students communication sciences and disorders students Clinical Fellows and professionals alike *Diagnostic Report Writing in Speech Language Pathology A Guide to Effective Communication* is a one of a kind text entirely dedicated to the production of an effective diagnostic speech and language evaluation In today's academic and health care climate accurate and clear documentation has never been more important *Diagnostic Report Writing in Speech Language Pathology* seeks to demystify and simplify the challenges many students and clinicians face while learning to write speech and language evaluations by combining the science and art of assessment with an effective presentation Dr Steven H Blaustein uses his more than 50 years of experience as a clinician consultant and professor to logically guide the reader through the necessary steps involved in the documentation of a speech and language evaluation From discussing the initial reason for the referral and case history to the final summary impressions and recommendations each step of the writing process is clearly explained Topics included in *Diagnostic Report Writing in Speech Language Pathology* Speech sound production Oral peripheral examinations Issues of law fairness and ethics Critical information for the approval of services and third party reimbursement Common report writing errors to avoid Images and tables to illustrate the process of documenting a speech and language evaluation There is no one size fits all template for documenting an evaluation *Diagnostic Report Writing in Speech Language Pathology A Guide to Effective Communication* provides the reader with the skills and knowledge necessary to compile an effective professional report that meets the needs of patients clients students and outside stakeholders *A Guide to Clinical Assessment and Professional Report Writing in Speech-Language Pathology* Renee Fabus, 2024-06-01 Learning to assess speech and language disorders and write diagnostic reports may be an overwhelming experience especially when most texts don't cover both topics at once With that in mind *A Guide to Clinical Assessment and Professional Report Writing in Speech Language Pathology Second Edition* combines the latest assessment protocols and diagnostic techniques with vital diagnostic report writing tools into a single definitive guide Cyndi Stein Rubin Renee Fabus and their contributors recognize that clinical assessment is inextricably linked to report writing and have updated this Second Edition to synthesize the two Following the introductory chapters which discuss the basics of assessment and report writing each subsequent chapter focuses on a particular disorder provides in depth assessment tools and presents a corresponding sample report Key Features An inventory and explanation of formal and informal assessment measures A glossary of key vocabulary Sample case histories with assessment tools Relevant and useful interview questions Each disorder's background and characteristics Assessment parameters A differential diagnosis section A model report The accessible format of *A Guide to Clinical Assessment and Professional Report Writing in Speech Language Pathology Second Edition* will help students learn how to assess and document speech and language disorders and will also

make for a perfect reference for them as clinicians for years to come      Essentials of Assessment Report Writing W. Joel Schneider, Elizabeth O. Lichtenberger, Nancy Mather, Nadeen L. Kaufman, 2018-08-24 The bestselling guide to reporting writing updated and reworked for today's practice Essentials of Assessment Report Writing offers effective solutions to the creation of reader friendly yet targeted psychological and educational assessment reports Parents clinicians clients and other readers need more than test by test descriptions they need an accessible analysis of the entire situation to determine their next steps This book provides clear guidance for busy practitioners seeking ways to improve their report writing skills With a focus on current practice this new second edition covers DSM 5 updates and the latest assessment instruments including the WJ IV WISC V WAIS IV KTEA 3 and the CAS2 New discussion includes advice on tailoring the report to the audience and annotated case reports provide illustrative models of effective report styles interpretation and analysis Key concepts are highlighted for quick reference throughout and end of chapter questions help reinforce understanding Reporting styles vary widely within the field in both content and style there is no definitive standard but many reports fail to reflect best practices and therefore prove less than useful to the reader This book provides expert guidance throughout the reporting process to help practitioners provide high quality accessible reports Integrate assessment results to provide a person centered report Identify and navigate critical decision points in the interpretive process Write efficiently yet effectively while enhancing the reader's experience Provide an accurate informative and readable assessment report Incorporate practical recommendations to address the referral concerns Expertly conducted assessments should culminate with a carefully constructed analysis that provides direction via clear communication Because this report will be used to inform treatment intervention and ultimately the client's quality of life it is critical that it provides clear informative guidance in a way that readers can understand Essentials of Assessment Report Writing provides comprehensive guidelines for navigating through the report writing process      Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial      c Book News Inc      *English (Core) - SBPD Publications* Amit Ganguly, 2021-06-01 UNIT I 1 Phonetic Symbols 2 Primary and Secondary Stresses 3 Rising and Falling Tones Intonation UNIT II 4 Time and Tenses 5 Direct and Indirect Speech UNIT III 6 Parts of Speech 7 Articles 8 Prepositions 9 Active and Passive Voice 10 Verbs Modals 11 Transformation of Sentences UNIT IV 12 Common Mistakes in English UNIT V 13 Report Writing 14 Letter Writing UNIT VI 15 Comprehension 16 Precise Writing 17 Paragraph Writing      Lean Production Simplified Pascal Dennis, 2017-07-27 Following in the tradition of its Shingo Prize winning predecessors Lean Production Simplified Third Edition gives a clear overview of the structure and tools

of the Lean production system Written for the practitioner by a practitioner it delivers a comprehensive insider s view of Lean management The author helps readers grasp the system as a      *Audit Report Manual* United States. Department of Labor. Office of the Inspector General. Office of Audit,1986      *Advanced Topics in Forensic DNA Typing: Interpretation* John M. Butler,2014-07-28 *Advanced Topics in Forensic DNA Typing Interpretation* builds upon the previous two editions of John Butler s internationally acclaimed *Forensic DNA Typing* textbook with forensic DNA analysts as its primary audience Intended as a third edition companion to the *Fundamentals of Forensic DNA Typing* volume published in 2010 and *Advanced Topics in Forensic DNA Typing Methodology* published in 2012 this book contains 16 chapters with 4 appendices providing up to date coverage of essential topics in this important field Over 80 % of the content of this book is new compared to previous editions Provides forensic DNA analysts coverage of the crucial topic of DNA mixture interpretation and statistical analysis of DNA evidence Worked mixture examples illustrate the impact of different statistical approaches for reporting results Includes allele frequencies for 24 commonly used autosomal STR loci the revised Quality Assurance Standards which went into effect September 2011      *Write It Down* Janet Gough,1999-10-01 A well understood tenet exists among the FDA and other regulatory bodies if you didn t write it down it didn t happen And if it didn t happen your company stands to lose time money and perhaps its competitive edge This book provides writers with the tools they need to put effective documentation in place It offers a broad range of documents representative of the types of writing in the healthcare industry from the laboratory and QA to manufacturing and regulatory affairs The book offers valuable insights into managing systems and producing documentation that meets the requirements of the binding regulations      *Writing Essays and Reports* Stephen McLaren,2001 This book is your easy guide to preparing essays and re ports for high school TAFE university or business setting up a timeline for writing essays and reports research techniques structuring your work clearly and effectively drafting editing and rewriting referencing other material in your work grammar punctuation and language issues

*A MANUAL OF PRIVATE INVESTIGATION TECHNIQUES* William F. Blake,2013-02-01 This book will help the private investigator reevaluate business opportunities and identify goals for the future The world of the private investigator is constantly changing due to the introduction of various legal requirements that have restricted or eliminated some of the methods available for obtaining information such as the various privacy protection acts Additionally most private investigators have restricted their business activities to a response mode that is conducting inquiries after an incident has occurred Their preventive skills have been ignored to their financial detriment As restrictions continue to be placed on private investigative activities private investigators need to reevaluate personal skills and discover how these may relate to expanding their services This book provides the necessary information for learning about these new skill areas and provides the necessary strategies for their implementation Some of the topics cover crime and loss prevention strategies risk assessment and prevention strategies Many other topics are also covered such as that of the expert witness This is not a

difficult status to attain but requires unique skill sets and experience and can be highly lucrative Crises management is another skill set that is explored here It not only identifies potential risk areas through risk assessment activities but includes development and implementation of preventive measures and shows how the private investigator can assist in restoring business operations to their normal levels This book will be of enormous help to private investigators who wish to develop these sophisticated investigative business skills and preventive services in order to meet these challenges for surviving and thriving in this modern age industry      *English (Core)* by Amit Ganguly (SBPD Publications) Amit Ganguly,2021-07-01 An excellent book with thorough coverage for MA and BA classes also very helpful for the students preparing for various competitive and professional examinations UNIT I 1 Phonetic Symbols 2 Primary and Secondary Stresses 3 Rising and Falling Tools Intonation UNIT II 4 Time and Tenses 5 Direct and Indirect Speech UNIT III 6 Parts of Speech 7 Articles 8 Prepositions 9 Active and Passive Voice 10 Verbs Modals 11 Transformation of Sentences UNIT IV 12 Common Mistakes in English UNIT V 13 Report Writing 14 Letter Writing UNIT VI 15 Comprehension 16 Precis Writing 17 Paragraph Writing      *Leading the Internal Audit Function* Lynn Fountain,2016-04-05 In this book the author presents lessons learned from her extensive experience as a CAE to help internal auditors understand the challenges issues and potential alternative solutions when executing the role The book explains how to clarify management expectations for the internal audit and balance those expectations with the IIA Standards It examines the concept of risk based auditing and explains how to determine whether management and the internal audit team have the same objectives It also looks at the internal auditor s role in corporate governance and fraud processes      **Private Security and the Investigative Process, Third Edition** Charles P. Nemeth,2011-06-17 Detailing best practices and trade secrets for private sector security investigations Private Security and the Investigative Process Third Edition provides complete coverage of the investigative process Fully updated 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 This new edition includes More than 80 new or updated forms checklists charts and illustrations Updated proprietary information from Pinkerton Wackenhut and other leading security companies Increased emphasis on software and technological support products A closer examination of periodical literature and government publications Authoritative yet accessible this book is 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      *The Student Assessment Handbook* Lee Dunn,Chris Morgan,Meg O'Reilly,Sharon Parry,2003-12-16 This book is a comprehensive

guide to assessment issues particularly for those professionals who are coming to terms with the range of new pressures on their traditional teaching practices

**National Service Scheme Opportunities in Community Development** Dr. K. Ramesh Reddy, 2020-12-15 The title of the Book is National Service Scheme Opportunities in Community Development The Book contains 8 Chapters each chapter is useful for the youth relevant content is covered The University Grant Commission is also recommended to introduce this type of syllabus in all universities in all over the countries in the world I covered all university syllabus in the countries those who are offered this type of course In addition I have been working as an NSS program co ordinator for 10 years in V S University and received the best program co ordinator the best program officer awards from Govt of Andhra Pradesh He received 02 time National NSS Awards from the Honorable President of India Now I am working as State NSS Officer Department of Higher Education AP Secretariat Velagapudi Guntur Dt Andhra Pradesh

**Author Description** Dr K Ramesh Reddy is Asst Professor Dept Computer Science V S University Nellore He studied M Sc MCA and Ph D from S V University Tirupati He has more than 15 years of teaching experience at UG and PG levels He guided 7 Ph D scholars where 02 is awarded 03 is submitted and 02 are still working under his guidance His research interests are Cryptography Networking and Datamining He is the author of a book edited book over 36 research papers that are published in reputed journals He presented more than 26 research papers in various national international conferences and seminars In addition he has been working as an NSS program co ordinator for 8 years in V S University and received the best program co ordinator the best program officer awards from Govt of Andhra Pradesh He received 02 time National NSS Awards from the Honorable President of India Now I am working as State NSS Officer Department of Higher Education AP Secretariat Velagapudi Guntur Dt Andhra Pradesh

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**Management Communication** Arthur H. Bell, Dayle M. Smith, 2009-12-30 Finally business professionals will be able to learn how to communicate effectively

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First Steps In Research and Statistics Dennis Howitt, 2003-09-02

First Steps in Research and Statistics is a new very accessible approach to learning about quantitative methods No previous knowledge or experience is assumed and every stage of the research process is covered Key topics include Formulating your research questions How to choose the right statistical test for your research design Important research issues such as questionnaire design ethics sampling reliability and validity Conducting simple statistics to explore relationships and differences in your data Using statistics to explore relationships and differences in your data Writing up your research report and presenting statistics Simple and helpful worksheets and flow diagrams guide you through the research stages Each chapter contains exercises with answers to check whether you ve understood



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