

Brief indication to Report Writing

Introduction

Describe the requirement for the report

For example, you might have been requested to review the use of business documentation within an organisation. Within this remit, you might be required to review and provide recommendations for individual departments. Describe the purpose of the report. This section should be concise and to the point.

Methods

How will the initial evaluation data be located? Who will you speak to? Where will the information come from? What information will be required?

Evaluation

Without drawing any conclusion at this stage and ensuring no bias, explain the current situation. What is happening? What procedures are being used? How are the procedures being used?

Argument

Discuss the evaluation, ensuring due consideration to different angles of argument are investigated. Back up any discussion with evidence, investigation, examples, good practice in other organisations or within other departments. What works? What doesn't work? How could things work?

Investigate all angles without a bias and be constructive with any criticism (not too harsh with criticism but pointing out any failures and various possible solutions).

Summary of findings

A point by point summary with what are the best arguments for moving forward. Using the best arguments and evidence build up possible recommendations, summarising the best way forward using the best arguments from the previous section.

Recommendations

Finally, put forward a list of recommendations – short points as they have already been argued, found to be the best solutions. Explain how the final outcome should be.

Overall summary

In brief, what has been covered in the document?

Bibliography

Source of information and any citing found within the report.

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