"Writing is easy, all you do is sit staring at blank sheet of paper until the drops of blood form on your forehead"

Gene Fowler

WRITING A REPORT

By Ivanova MN

A survey report is a piece of writing presenting and analyzing the results of research concerning reactions to a product, plan etc, including general assessment, conclusions and/or recommendations

A SURVEY REPORT CONSISTS

OF:

An introduction

in which you state the purpose and content of your report

A main body

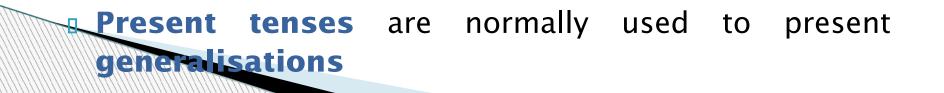
in which all information collected on the topic is presented in detail under suitable subheadings

A final paragraph

in which you summarize the points mentioned before, adding your recommendation or suggestion(s)

Points to consider

- The info may have been gathered in a survey/poll or compiled from official statistic data, and may reflect the opinions/preferences of the general public, a particular group of people, a random sample of population etc.
- The info may be presented in the form of facts (numbers, percentages and proportions) or generalisations (This indicates/suggests/implies that...)



KEY FACTORS INCLUDE MAKING SURE WHAT IS WRITTEN ARE:

- Brief; or at least as brief as content and purpose allow
- Clear and understandable
- Precise, saying exactly what you want (and not including lots of extra material)
- In their language (at an appropriate level of technicality)

Are you intended to... 0 inform and/or explain 0 recommend 0 motivate *0* prompt or play a part in debate 0 persuade 0 instruct

Keep your readers in mind

- Who the report is for
- Whether they form a homogeneous group (and, if not, what sub-groups are involved)
- The reasons they want or need the report (even if this will have to be explained to them)
- What content they will want included, and in what detail
- What they will not want included

The layout of the pages •Space between the lines •Typeface and size Emphasis Numbering

USEFUL LANGUAGE

Straightforward

* Short words

* Short phrases

* Short sentences

* Paragraphs of the same length

To begin reports... Handout 1

To end reports •Handout 2

References

1. Evans Virginia, Successful writing proficiency Express Publishing, 1998

2. Patrick Forsyth, 30 Minutes to write a Report Kogan Page, 2000