

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.

What Constitutes A Good Written Report

Huangqi Zhang



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What Constitutes A Good Written Report Introduction

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assessments to help students and teachers become more familiar ... Released Items - KY These items may be used to help familiarize test examiners and students with the assessment and item format. Released Items. 2023 Released Items. Reading. Kentucky Summative Assessment Sep 29, 2023 — KSA are the annual summative assessments given in grades 3 through 8, 10 and 11 to Kentucky public school students. KSA provides content area ... Practice Tests - KY Practice Tests and Content Based Answer Keys/Rubrics Access resources for educators to prepare students for testing. Free KSA Practice Test & Sample Questions Take the free online KSA practice test. Assess your student's Kentucky State test readiness in 5 minutes. Grade 3 - 8 for Math & English (ELA). Try Now! Support Materials for Core Content for Assessment Reading Students must be able to support their thinking. Items may involve abstract theme identification, inference across an entire passage, or students' application ... Kentucky Reading Academies powered by LETRS The KY DOE is offering a statewide professional learning opportunity for K-5 educators with evidence-based practices for reading instruction through LETRS ... KY KSA Practice Test - Edulastic Online assessment tools with technology-enhanced items like SBAC, AIR and PARCC give you a complete, instant view of student learning and growth. K-PREP Practice Test Kentucky | Core Academic Standards. Education Galaxy's K-PREP online practice tests provides online assessment and practice for students in Grades K-5. Sign up for FREE. JCPS Social Studies - State Assessment KSA Items includes released test questions and test stats. The test stats show a key, aligned standards, percentages, and a demographic breakdown for the state. Top GIS questions and answers Let's start asking GIS related questions and get simple focused answers. · What is the digitizing process? · How are vectors connected to other lines? · Can you ... GIS Quiz Questions Flashcards Study with Quizlet and memorize flashcards containing terms like GIS software is only one of the components of a GIS. True False, Which of the following ... GIS Quiz | 74 plays GIS Quiz quiz for Professional Development. Find other quizzes for Computers and more on Quizizz for free! 100+ GIS Multiple Choice Questions (MCQ) with Answers Jul 1, 2021 — GIS MCQs - 100+ Questions & Answers with Hint for Students & Professionals Preparing for Engineering Exams & Interview Preparation. GIS MCQ Quiz Questions And Answers Mar 31, 2023 — If you're looking for an important comprehensive set of questions and answers related to GIS, you're at the right place. Check out this GIS ... Quiz & Worksheet - Geographic Information Systems This quiz and worksheet combination will present you with opportunities to identify different terminology and aspects of these types of systems. Quiz & ... GIS (Geographic Information System) - Quiz & Test Mar 29, 2022 — This is an MCQ-based quiz on GIS (Geographic Information System). This includes Complex values, Positional values, Graphic values, Decimal ... 15 Important Questions And Answers Of Geographic ... 1. What is a Geographic Information system? · 2. What is meant by spatial data or Geographic data? · 3. Define Point Data. · 3. How to Define Line ... Test your basic knowledge of GIS: Geographic Information ... Use this BasicVersity online quiz to test your knowledge of GIS: Geographic Information Systems. ... The 3 wrong answers for each question are randomly chosen ... Official Practice Exam 1 - Web.pdf At what stage of a GIS project would you perform project monitoring? A ... Practice Exam

1 Answer Key. 1. C. 2. C. 3. C. 4. BD. 5. C. 6. C. 7. BD. 8. C. 9. B. 10.