

FORMAL REPORT WRITING

WRITTEN TO INCREASE YOUR SPEED OF WRITING

**EDITED BY AN EDUCATED TEAM, WHO ALSO HAVE PRACTICAL
BUSINESS EXPERIENCE**

**PAST RECORD HAS PROVEN THIS PAPER ENHANCES
ACADEMIC ABILITY**

INTRODUCTION

The aim of this paper is to provide instruction on the best way to write a Formal Report.

It has been taken into account that the writer is a complete novice. Written assistance has been provided on that basis.

The points below have been taken from a model whose aim is to provide a working way of Report writing in the field.

FINDINGS

This unit should be studied after '**Informal Report Writing**'. However, '**Formal Report Writing**' ensures that more angles are sought, and so as a consequence the Formal Report is more detailed and longer.

Be aware of the purpose of the report. A reports objectives are:

- To provide information
- To analyse facts
- To put forward ideas
- To recommend a course of action