**SHORT REPORTS**

**PURPOSE:**

When a brief written communication is necessary and can do the job for the reader.

 For example, a weekly or monthly financial or production report can be handled by a Short Report.

 Or, a proposal for a simple project or improvement on a process can be written up in a Short Report.

**WHAT IS THE FORM?**

Can be written as a Letter or as a Memo.

  Memo when it is written within your department or company. (Sometimes a letter is OK here.)

  Letter when it is written for outside your company.

**HOW MANY PAGES?**

Short Reports are usually one page (two pages maximum).

However, attachments can be several pages.

**WHAT ARE THE PARTS?**

There are usually 4 parts.

1) Summary

2) Background (which is optional and not always necessary)

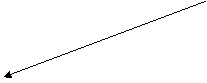
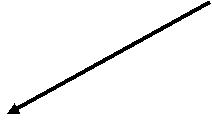
3) Body (main contents)  The content may even include a simple, small chart or diagram (if it contains lots of information, is complex or several pages, then include it in the “attachments” section). When you use HEADINGS and a list  . . . remember that after each heading it is more effective to write a short sentence or phrase to INTRODUCE the list.  See the example [here](http://faculty.kfupm.edu.sa/mgm/danielm/EXAMPLE%20highlight.htm).

4) Recommendation or Conclusion (use either one, depending on the subject/purpose of your report).

SEE FORMAT BELOW

SHORT REPORT FORMAT (memo)

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|  |
|  | |  | | --- | | Lined up straight on left; colons are next to words. | |

Memorandum                                                                                   **very important**!

|  |
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|  | http://faculty.kfupm.edu.sa/mgm/danielm/SHORT%20REPORTS1%20format_files/image005.gif |

DATE:

http://faculty.kfupm.edu.sa/mgm/danielm/SHORT%20REPORTS1%20format_files/image002.gifTO:

FROM: (with signature)

SUBJECT:

|  |  |
| --- | --- |
| |  | | --- | | **Notice:**  body text is  singlespaced | |

Attachments:  (name what it is and how many pages – if you have them)

cc: (include the names and titles of the people to get a copy – if you are sending them)

page 1 of \_\_\_ (if more than 1 page.  If only 1 page, this is not needed)

**SUMMARY**

Summarize the report information without giving the details.  Write the problem briefly, for example, but not all the details, and give the way you will solve it, and what the benefits would be.

**BACKGROUND** (sometimes you did not need this.  Use it only if you must explain the history)

Write the history of the project, idea, proposal, etc.  Write the problem, past solutions and who was involved in them, so the reader or member of the department can know what is going on now (and what happened before).  This part is to give the reader “the background.”

**BODY** (Do not write the word “BODY.”  You will write some descriptive word or words for this section for the headling, according to your topic/subject/contents/main idea.)

**RECOMMENDATION or CONCLUSION  (choose 1, based on your purpose)**

You will choose either one, depending on the subject of your report. [There is a special case when you use both.  I will explain in class.]

**Recommendations** are given when you are asked to provide your opinion about a problem or issue.  This is your suggestion of WHAT SHOULD BE DONE.

**Conclusions** are given when you are asked to study a problem, find out the facts and then report about what happened – you **DO NOT** SUGGEST WHAT SHOULD BE DONE TO SOLVE THE ISSUE.