

The background of the slide is a light gray gradient, decorated with numerous realistic water droplets of various sizes. Some droplets are large and prominent, while others are small and scattered. They are rendered with soft shadows and highlights, giving them a three-dimensional appearance.

Components Of Formal Report

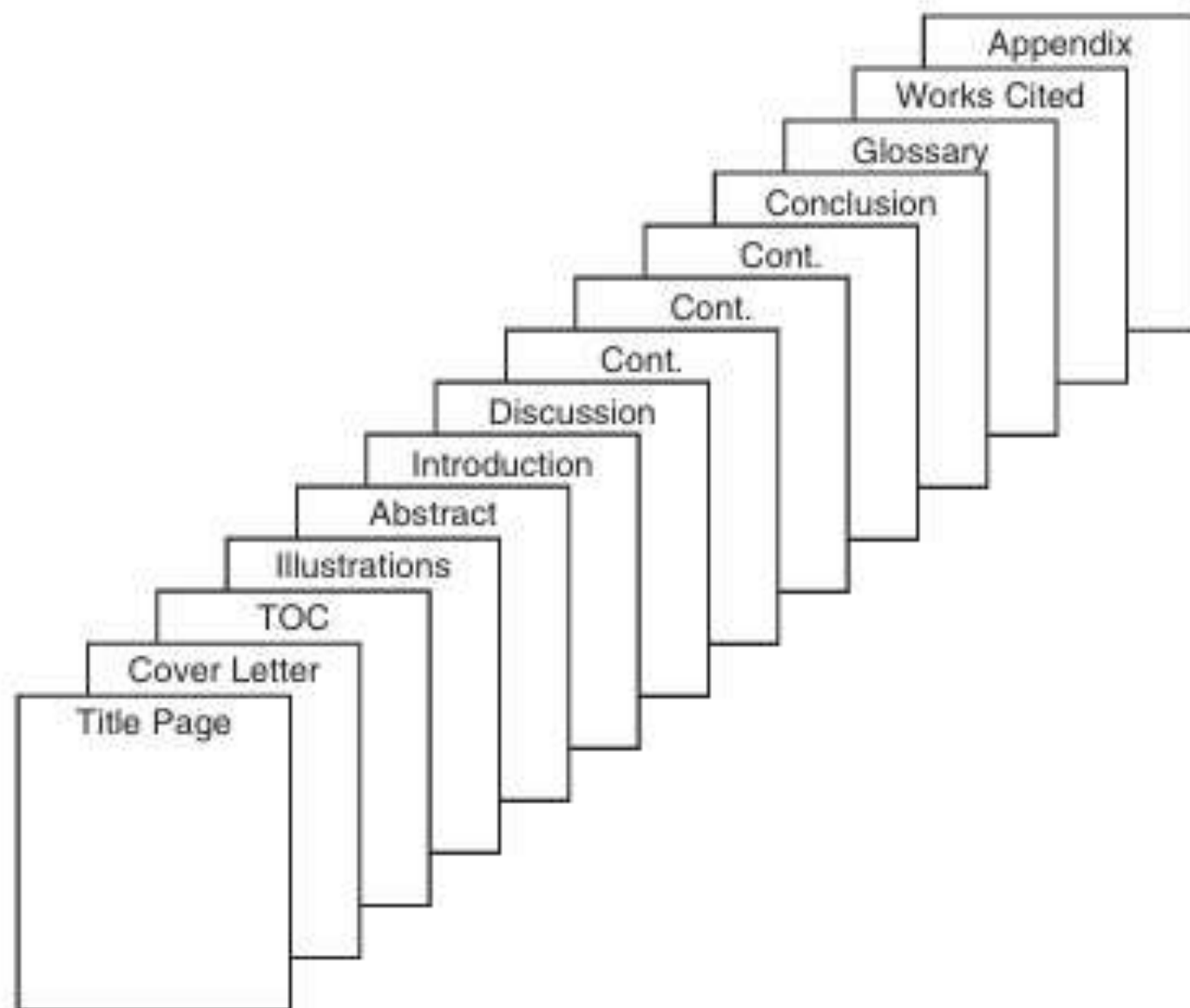
BY HAJRA KHALID

- Long, formal reports require time, resources of people and money, have far-reaching effects, and often deal with topics that consider serious and complex issues
- Long reports can provide information, be analytical, and/or recommend a course of action

Components of long, formal reports

- Front matter (title page, cover letter or memo, table of contents, list of illustrations, and an abstract or executive summary)
- Text (introduction, including purpose, issues, background, and problems; discussion; and conclusion/recommendation)
- Back matter (glossary, works cited or references page, and an optional appendix)

FIGURE 4 Components of a Long, Formal Report



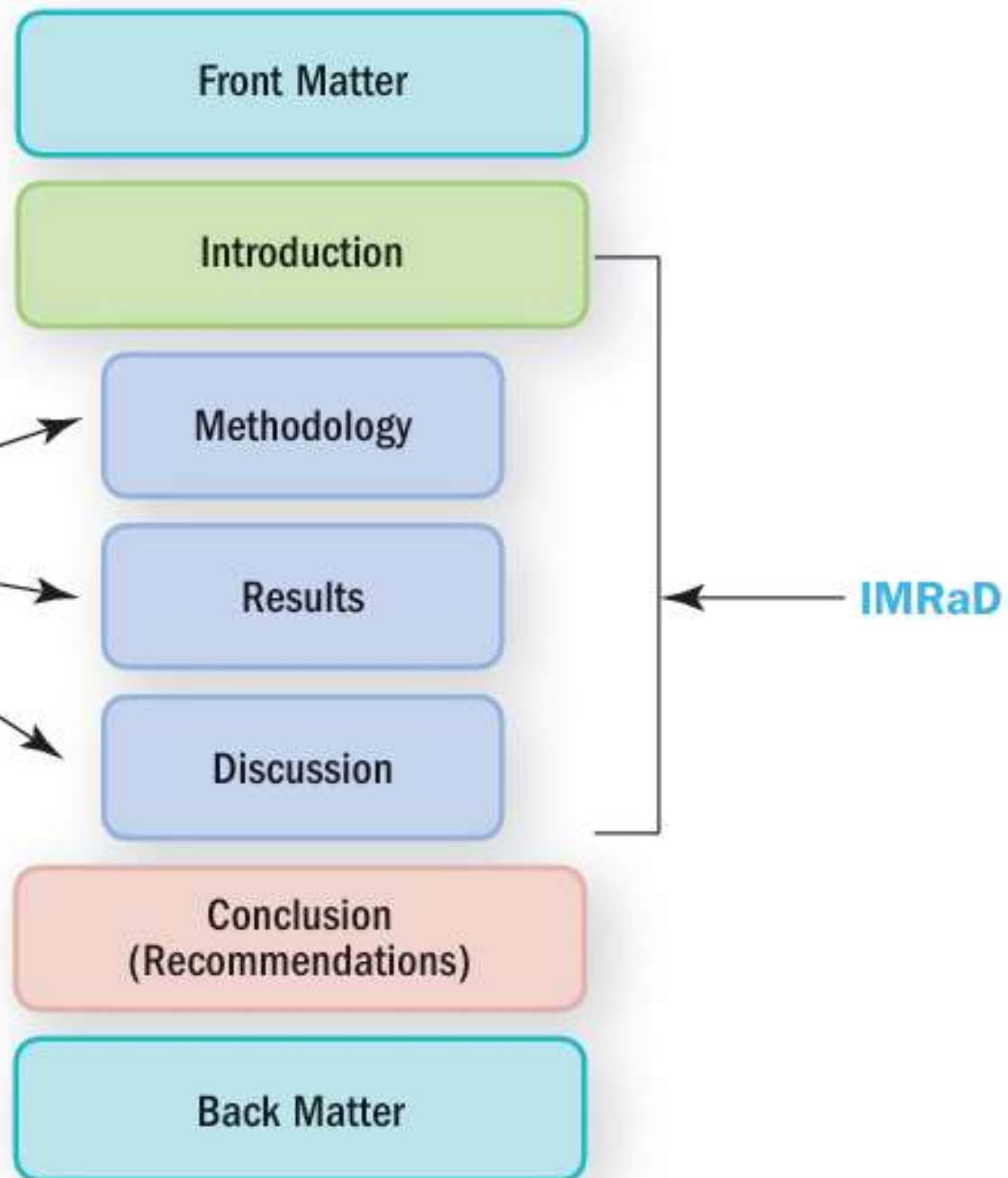
Types of Formal Reports

Research reports

Scientific reports

Completion reports

Tables, graphs, drawings, and other graphics can appear throughout the body of the report.



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FRONT MATTER

Title Page,

Cover Letter
Or Memo,

Table Of
Contents,

List Of
Illustrations,
And

An Abstract
Or Executive
Summary

Title of report
Cause of
writing

Purpose of
report

Statement of
request

Praise of
coworkers

To: Ms. Elena Solomonova, Vice-President, Administrative Affairs
From: Rachel A. Jacobson, Human Resources Director
Subject: Proposal for the Spousal Employment Assistance Program

Attached is my report “Proposal for the Implementation of a Spousal Employment Assistance Program,” which you requested after our March 15 meeting.

The report presents a solution to the problems identified by our large number of new hires. In brief, those new hires all had spouses who had to leave careers to move to Rochester. This proposal recommends initiating a spousal employment assistance program to deal with relocation problems.

Compiled by the Human Resources staff, this report owes a significant debt to the employees and their spouses who agreed to be interviewed as part of its preparation.

Figure 12.1 Sample E-mail of Transmittal

Title Page

- A specific title for the report
- the names of the primary readers, their titles, and the name of their company or organization
- the names of the writers, their titles, and the name of their company or organization
- the date on which the report was submitted
- company logos, graphics, or rules (lines) to enhance the design

Learning with Light:
Using Solar to Heat
Engineering Hall

A Report from the
Innovation Group

April 28, 2017

**Learning
with Light**

**Using Solar to Heat
Engineering Hall**

A Report from the
Innovation Group

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April 28, 2017

Abstract

- Purpose Statement



- Main Point



- Methodology



- Results



- Discussion

FIGURE 10 (Continued)

Abstract

The Microsoft Windows desktop has established a dominant presence in the enterprise desktop marketplace. Currently, the Windows desktop has nearly total control over the enterprise desktop market primarily due to

- an aggressive marketing strategy
- its intuitive ease of use
- its apparent ease of installation and administration
- readily available support

Windows, however, is not the only viable desktop solution in the enterprise marketplace. Because of potential risks and benefits associated with any technology product, as IT manager I must be alert for alternatives that are secure, reliable, and cost effective.

This report provides technical information regarding the issue of migration to a Linux enterprise desktop solution, analyzes the pros and cons of migrating to a Linux solution, and recommends appropriate action for our company, Design International, Inc.

Introduction

Purpose

Summarizing the report in the Abstract allows the reader to get a “snapshot” of the content. Since most people think that Microsoft Windows is the only option for desktop computing, this report discusses an alternative—Linux.

The IT manager lets the reader see that a recommendation will be made based on the facts in the report.

Executive summary

An executive summary is a concise, paraphrased version of your report (usually one page) that highlights the key points in the text.

The two main differences between an abstract and an executive summary are that

- (1) The summary does not follow the organization of the report, and
- (2) The summary does not use the exact phrasing of the report.

In other words, a summary paraphrases the report and organizes the information to highlight the key points

Figure 11.8 (continued)

Executive Summary

Renewable resources for the generation of electricity (e.g., wind, solar, geothermal, etc.) are typically most abundant and practical for development in rural areas. This creates an opportunity for rural electric utilities, which are at a geographical advantage for investing in these projects. This report is a summary and guide to assist rural utilities that may be considering investing in a renewable electricity generation project and policymakers who may be considering how to encourage such investments. The following points summarize the highlights of the issues addressed in this report.

- Rural utilities are motivated to provide power at least cost to their customers; renewable generation projects must be economically competitive after including all government incentives and tax impacts.
- Ample, unexploited renewable generation resources are available, with some resource types more available in some regions than in others. The Great Plains states are particularly well endowed with both wind and biomass resources, and the Southwestern and Western states are generally well endowed with solar and geothermal resources. With the exception of biomass potential in Maine, the Northeastern and Southeastern states have relatively less renewable generation resources. All coastal states have potential for off-shore wind; however, significant technical and acceptance barriers to developing these resources remain.
- One of the challenges to expanding renewable generation in rural areas is that many of the areas with rich resources do not have the transmission capacity needed to get the additional power to demand centers. This capacity limitation is exacerbated by the intermittent nature of

Brief
overview of
report's
topic and
purpose

Bullet points
help readers
find essential
information.

Concluding paragraph sums up the report's overall main point.



- The answers to a number of questions regarding a rural utility's opportunities for investing in renewable electricity generation capacity can serve as a basis for prescreening these investments. Beyond the prescreening phase, a full-blown engineering and economic analysis of any investment that passes the prescreening tests will of course be required. While it may be tempting to perform regional analyses to identify promising opportunities for investments, a survey of successful projects indicates that unique local factors often provide an added advantage to the selected technology.

In sum, there is clearly substantial latitude for expansion of renewable electricity generation in the United States. The location and the extent of that expansion will depend on many factors, including shifting economic conditions, technological improvements, and government policies. As policymakers consider the alternatives, they will need to take into account the broad impacts of investments in renewable electricity generation, including impacts on the transmission system, the economy (local, national, and international), and national security.

FIGURE 10 Long, Formal Report Recommending a Linux Operating System
(Continued)

Table of Contents	
Abstract.....	1
Introduction.....	1
Purpose.....	1
Challenges Created by Relying Only on Windows.....	1
Discussion.....	2
What the Linux Desktop Environment Is.....	2
Linux vs. Windows Design Issues.....	2
How Linux Works.....	3
File Systems for Linux.....	4
Network Support for Linux.....	4
How Linux Addresses the Enterprise Desktop Need at Design International.....	5
<i>The User and the Enterprise Desktop</i>	5
<i>Enterprise Desktop Management</i>	5
<i>What Are Design International's Options for Accessing Linux?</i>	5
<i>Use of a Linux Environment at Design International</i>	6

The page features a light gray background with a subtle radial gradient. In the top-left and bottom-right corners, there are clusters of realistic water droplets of various sizes, some overlapping. A faint, circular watermark is visible in the upper center of the page.

TEXT/BODY OF REPORT

Introduction

- The introduction orients the reader to the report's organization and contents.
- Formal introductions help readers by describing
 - Purpose,
 - Scope,
 - Procedure, and
 - Background.
- Statements of purpose, scope, procedure, and background orient readers to the report's overall context.

Purpose statement

- This purpose statement informs your readers why you are writing or what you hope to achieve. This statement repeats your abstract to a certain extent. However, it's not redundant; it's a reiteration.
- Purpose statement is synonymous with a paragraph's topic sentence, an essay's thesis, the first sentence in a letter, or the introductory paragraph in a shorter report.
- Purpose statement should **be limited to one to three sentences** or a short paragraph for clarity and conciseness,

Scope statement

A scope statement reveals the topics covered in a report. Follow these guidelines:

- ▶ in feasibility and recommendation reports, name the criteria; include statements explaining the rank order and source of the criteria.
- ▶ In other kinds of reports, identify the main sections, or topics, of the report.
- ▶ Specify the boundaries or limits of your investigation.

Procedure statement

- The procedure statement—also called the methodology statement—names the process followed in investigating the topic of the report.
- This statement establishes a **writer's credibility** by showing that he or she took all the proper steps.
 - ▸ Explain all actions you took: the people you interviewed, the research you performed, the sources you consulted.
 - ▸ Write this statement in the **past tense**.
 - Select heads for each of the subsections. Heads help create manageable chunks, but too many of them on a page look busy. Base your decision on the importance of the statements to the audience.

Brief problem (or background) statement

- › Give basic facts about the problem.
- › Specify the causes or origin of the problem.
- › Explain the significance of the problem (short term and long term) by showing how new facts contradict old ways.
- › Name the source of your involvement.

INTRODUCTION

Purpose

This proposal presents the results of the Human Resources Department's investigation of spousal employment assistance programs and recommends that XYZ Corp. implement such a program.

Scope

This report details the problems caused by the lack of a spousal employment assistance program. It then considers the concerns of establishing such a program here at XYZ. These concerns include a detailed description of the services offered by such an office, the resources necessary to accomplish the task, and an analysis of advantages, costs, and benefits. An implementation schedule is included.

(Continued)

Two-part
purpose: to
present and to
recommend

Lists topics
covered in the
report

Enough information given to establish credibility

Procedure

The Human Resources Department gathered all the information for this report. We interviewed all 10 people (8 women and 2 men) hired within the past 12 months and 6 spouses (4 men and 2 women). We gathered information from professional articles on the subject. The human resources office provided all the salary and benefits figures. We also interviewed the director of a similar program operating in Arizona and a management training consultant from McCrumble University.

Problem

Background (cause)

In the past year, XYZ has expanded swiftly, and this expansion will occur throughout the near future. In the past year, ten new management positions were created and filled. Seven of these people moved here from out of state. Several of these people approached the Human Resources Department for assistance with the problems involved in relocating.

Basic facts

Source of impetus to solve problem

Some of these problems were severe enough that some decline in productivity was noted and was also brought to the attention of Human Resources. Four of the managers left, citing stress as a major reason. That turnover further affected productivity. A spousal employment assistance office is one common way to handle such concerns and offset the potential bad effects of high turnover.

Possible solution

Conclusion/ recommendation

The conclusions section emphasizes the report's most significant data and ideas. Base all conclusions only on material presented in the body.

Follow these guidelines:

- ▶ relate each conclusion to specific data. Don't write conclusions about material you have not discussed in the text.
- ▶ Use concise, numbered conclusions.
- ▶ Keep commentary brief.
- ▶ Add inclusive page numbers to indicate where to find the discussion of the conclusions

Conclusions
presented in
same order
as in text

This investigation has led to the following conclusions. (The page numbers in parentheses indicate where supporting discussion may be found.)

1. The stresses experienced by the new hires are significant and are expected to continue as the company expands (6).
2. Stress is not related to job difficulties but instead is related more to difficulties other family members are experiencing as a result of the relocation (6).
3. Professionals exist who are able to staff such programs (7).
4. The program will result in increased employee morale, increased job satisfaction, and greater company loyalty (9).
5. A program could begin for a cost of \$54,000 (10).
6. The major benefits of the program will be increased productivity of the management staff and decreased turmoil created by frequent turnover (11).
7. A program would take six months to initiate (13).

Figure 12.8 Conclusions

Recommendations/rationale

- The main recommendation usually fulfills the purpose of the report, but do not hesitate to make further recommendations.
- Not all formal reports make a recommendation.
- Follow these guidelines:
 - ▶ number each recommendation. ▶ Make the solution to the problem the first recommendation. ▶ If the rationale section is brief, add it to the appropriate recommendation. ▶ If the rationale section is long, make it a separate section

BACK MATTER

glossary

list of symbols,

references,
and

appendixes

Task:

In pairs draft up an introduction using project phase 1 submitted previously. Your introductions should include

- Purpose statement
- Scope statement
- Background
- A tentative Procedure[to be carried out in phases 2 and 3]