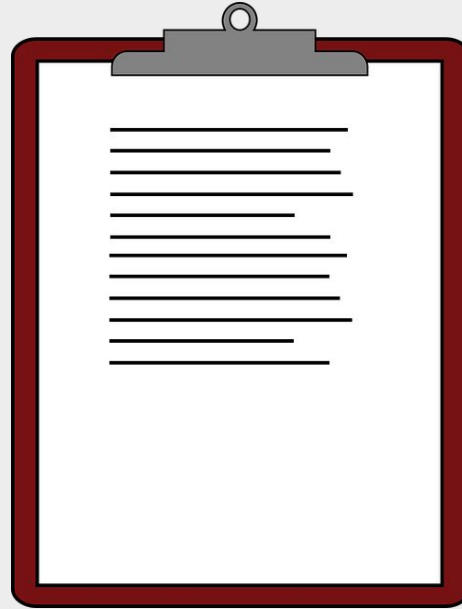


# FORMAL VS. INFORMAL REPORTS





# Informal Reports

- Shorter (under 5 pages) and intended for internal use
- Purpose - sharing information or driving internal, short-term decisions
- Frequent, used for more routine communication, often between teammates or direct reports
- Writing style: Slightly informal and personal - first person is OK
- Examples: Memos, expense reports, meeting minutes, small project proposals





# Formal Reports

- Longer (5+ pages) and intended for senior management or other organizations
- Purpose - sharing information or driving high-level, long-term decisions
- Style: Follow a formal structure, extensive visual aids, impersonal writing in 3rd person
- Infrequent, written by a subject matter expert, based on research
- Usually deals with non-recurring problems

