Reports

* Reports may be internal or external.
* Designed to convey information.
* Two ways to write reports:

-Informational:

providing statistical evidence, information but no analysis, conclusions- letting the evidence speak for itself, letting audience decide conclusion for themselves. Example:

* Summary report: provided overview, what report looks like for a particular badge.
* Progress/status reports: let know status report: what’s been accomplished so far, what’s next, any challenges perceived by team, timeline, numbers of members working on project. Compliance report: another example of summary report. Needed by higher authority, like law/government needs reports what’s been accomplished in certain time. Example: pdf documents,
* Policy/Procedural report: rules and guidelines report

-Analytical:

conclusion by expert, Analysis and recommendations. Provides concrete, well organized factual report. Examples:

* Opportunity-based reports: like market analysis report, stating risks and benefits. Or may to acquiring company: due-diligence reports, investment reports.
* Solution-based report: analyze situation and provide solution, like trouble-shooting problem, financial analysis report.
* Decision-based report: provide map for seniors which states path to move forward, like, feasibility report and justification report.

Structure:

Information:

* Introduction and background
* Findings
* Summary

Analytical:

* Introduction
* Findings
* Analysis
* conclusion and recommendation

Organization:

* Direct
* Indirect

Formats:

* Letter Format: external purpose, concise
* Memo report: internal, concise, company logo
* Manuscript: longer and formal report

Elements: front matter, body, back matter

* Front:
  + Title page : Title of Report, Submitted to:’…’, Course code, date submitted by
  + Letter of Transmittal
  + Table of contents
  + Executive summary: key ideas, 1 page or less
  + Glossary: featured in technical reports, explain key terms, acronyms, alpha order
* Body:
  + Introduction: its subject, whats gonna be featured, scope- qualitative, quantative, background information.
  + Discussion:facts, evidence, unbiased information
  + Conclusion: maje sense of reason
  + References: cite work
* Back matter:
  + Additional document
  + Appendix section
* Digital report: live online and corporate website, pdf and visual in nature

Proposals

* Solicitated
* Unsolicited
* Internal reports: purpose to request decisions- budget reports, extra member reports
* External reports: sales proposals, grant proposals, partnership, investment proposal