

# Python-Derived Response Template

## Original Query

What are the key components of effective report writing according to the document?

## Generated Response

Key components of effective report writing described in the document include:

- **Clarity and specificity:** Make every reasonable effort to write clearly and specifically.
- **Purposeful communication:** Treat reports as **interventions** meant to communicate, persuade, and influence decision making.
- **Good prose:** Use **lively, descriptive, original language** that conveys the person's individuality and offers a fresh perspective on their inner life.
- **Avoid overly theoretical jargon:** Don't rely on language that creates distance between the writer and the client; report style differs from APA academic writing.
- **Clear, effective presentation of results:** Present findings and observations so they are understandable to intended readers (e.g., parents, teachers, clients, professionals).
- **Logical organization:** Structure information coherently:
  - Keep content relevant to each section (don't mix background, behaviors, recommendations, interpretation, etc.).
  - Organize **within sections by topic** (e.g., developmental, medical, educational history; rapport, attention, attitude).
  - Ensure **logical sequencing, smooth transitions, and easy-to-understand paragraphs and sentences.**

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