

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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