3 Step Writing Process

1. Planning
   1. Analyze The Situation
   2. Investigate The Topic
   3. Adapt To The Audience
2. Writing
   1. Organize The Message
   2. Compose The Message
3. Completing
   1. Revise The Message
   2. Produce The Message
   3. Proofread The Message

Organizing Reports And Proposals (FLOS)

1. Collected Material
2. Business Document
   1. Format
   2. Length
   3. Order
   4. Structure

Selecting Format And Length (MPLM)

1. Memorandum
2. Preprinted Form
3. Letter
4. Manuscript

Choosing An Approach

1. Direct Approach
   1. Receptive
   2. Open Minded
2. Indirect Approach
   1. Hostile
   2. Skeptical

Structuring Informational Reports (CSIS GC)

1. Chronology
2. Sequence
3. Importance
4. Spatial Orientation
5. Geography
6. Category

Structuring Analytical Reports (CRL)

1. Receptive
   1. Direct
      1. Focusing On Conclusion
      2. Focusing On Recommendations
2. Unreceptive
   1. Indirect
      1. Focusing On Logical Arguments
      2. Focusing On Recommendations

Interpret Your Findings

1. Values
2. Assumptions
3. Judgements
4. Facts
   1. Conclusions
   2. Recommendations

Structuring Proposals (RRI SUP)

1. Solicited (RRI)
   1. Receptive Audience
   2. Recognized Problem
   3. Identified Solution
2. Unsolicited (SUP)
   1. Skeptical Audience
   2. Unrecognized Problem
   3. Proposed Solution

Documenting Sources

1. Copyrighted Material
2. General Knowledge

Selecting Visual Aids (BAR FOT PIL)

1. Bar Charts
2. Flow Charts
3. Organization Charts
4. Tables
5. Pie Charts
6. Line And Surface Charts

Effective Interviews (3P DEP)

1. Plan The Interview
2. Prepare Questions
3. Prioritize Questions
4. Don't Ask Two Many Questions
5. Edit Questions
6. Process Information

Preparing Tables (SUL DU)

1. Separate Rows And Columns
2. Use The Same Units For All Items In A Column
3. Label Column Headings
4. Document Sources
5. Use Common Clearly Identified Units.

Effective Surveys (A PUSPA)

1. Ask One Thing At A Time
2. Pretest Questionnaire
3. Use Short Questionnaire
4. Seek Easy To Analyze Answers
5. Provide Clear Instruction
6. Avoid Misleading Questions

Use Computer To Create Visuals (SAE IMA)

1. Advantage
   1. Speed
   2. Accuracy
   3. Ease Of Use
2. Challenges
   1. Image
   2. Message
   3. Audience

Sources Of Primary Information (DOE)

1. Documents
2. Observations
3. Experiments

Composing Reports And Proposals (TD TN)

1. Text Content
2. Degree Of Formality
3. Time Perspective
4. Navigational Clue

Searching Databases (URUS R)

1. Use Multiple Search Engines
2. Replace Concept With Keywords
3. Use Variation Of Search Terms
4. Specify Phrases And Keywords
5. Refine Searches As Needed

Successful Report (SABCD)

1. Structured
2. Accurate
3. Balanced
4. Complete
5. Documented

Business Information On The Internet (ICN)

1. Internet Public Library
2. Company Websites
3. News Release Sites

Successful Proposal (DAP PRP)

1. Demonstrate Your Knowledge
2. Adopt A You Attitude
3. Package Your Proposal Attractively
4. Prove Your Proposal Workable
5. Research The Competition
6. Provide Concrete Example

Finding Information In The Library (BEN P DAS G)

1. Business Book
2. Electronica Databases
3. Newspaper
4. Periodicals
5. Directories
6. Almanacs
7. Statistical Resources
8. Government Publications

The Introduction (SOMC)

1. Subject Or Purpose
2. Overall Tone
3. Main Ideas
4. Context Or Problem

Preparing For The Work Plan (SS DD RPW)

1. Statement Of The Problem
2. Statement Of The Purpose And Scope
3. Discussion Of The Tasks To Be Accomplished
4. Description Of The Final Products Or Outcomes
5. Review Of The Schedules And Requirements
6. Plan For The Following Up
7. Working Outline

The Body Chapters (PAIS)

1. Present
2. Analyze
3. Interpret
4. Support

Drafting A Preliminary Outline (APG)

1. Descriptive (Topical)
   1. Industry Characteristics
      1. Annual Sales
      2. Profitability
      3. Growth Rate
         1. Sales
         2. Profit
2. Informative (Talking)
   1. What Is The Nature Of The Industry ?
      1. What Is The Annual Sales ?
      2. Is The Industry Profitable ?
      3. What Is The Growth Pattern ?
         1. Sales Growth
         2. Profit Growth

The Closing Section (ESRB)

1. Emphasizes The Main Points
2. Summarize The Benefits
3. Reinforces The Structure
4. Bring The Action Terms Together

Writing A Purpose Statement

1. Analytical
   1. Analyze
   2. Evaluate
   3. Recommend
2. Informational
   1. Summarize
   2. Explain
   3. Submit

Additional Report Writing Tasks (FTO)

1. Formality
2. Time Frame
3. Overall Structure

Defining the problem (WH question)

1. Who
2. What
3. Where
4. When
5. Why
6. Who

Completing Reports And Proposals (RPP)

1. Revising
2. Producing
3. Proofreading

Analyze The Situation

1. Informational Reports
2. Analytical Reports

Components Of Formal Reports (PTS)

1. Prefatory Parts
2. Text Of The Reports
3. Supplementary Parts

Planning The report (AN AD IN)

1. Audience
2. Purpose
3. Channel
4. Medium
   1. Analysis
   2. Adaptation
   3. Investigation

Prefatory Parts (CTL LLT LSE)

1. Cover
2. Title Fly Or Title Page
3. Letter Of Authorization
4. Letter Of Authorization
5. Letter Of Transmittal
6. Table Of Contents
7. List Of Illustrations
8. Synopsis Or Abstract
9. Executive Summary

Writing Proposal

1. Internal
2. External
3. Solicited
4. Unsolicited

Text of the reports (IBC)

1. Introduction
2. Body
3. Closing

Solving Problems (TFJ)

1. Troubleshooting Reports
2. Feasibility Reports
3. Justification Reports

Supplementary parts (BIA)

1. Appendixes
2. Bibliography
3. Index

Analytical Reports

1. Problem solving reports
2. Business proposals

Components Of Formal Proposals (P3T LREL)

1. Proposal Cover
2. Title Fly
3. Title Page Or Cover
4. Table Of Contents
5. List Of Illustration
6. Request For Proposal
7. Executive Summary
8. Letter Of Transmittal

Informational Reports (MICD)

1. Monitor And Control Operations
2. Implement Policies And Procedures
3. Comply With The Government Regulations
4. Document Progress On Projects

Text Of The Proposal (IBC)

1. Introduction
2. Body
3. Closing

Reports And Proposals (GCG MID)

1. Guide Decision
2. Comply With Government Regulations
3. Gain The Acceptance Of Others
4. Monitor And Control Operations
5. Implement Policies And Procedures
6. Document Results