

TECHNICAL WRITING

FORMAL REPORTS



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FORMAL REPORTS

Formal reports are those presented in special way to emphasis the importance of their contents.

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② Formal reports are used to present recommendations or results of research,

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Other reasons: length (over 10 pages), breadth of circulation, perceived importance to the community and company policy.

Formal and informal reports: look very different but contents can be exactly the same. The difference is in the changed perception caused by the formal presentation.

ELEMENTS OF FORMAL REPORTS

Elements for formal reports are used to orient readers to the report's topics and organization

1. Front material
2. Presenting the body of the report
3. Ending material

ELEMENTS OF FORMAL REPORTS

Front material

- *transmittal correspondence* is a memo or letter that directs the reports to someone. The memo is internal, the letter is external.

The correspondence contains :

- The title of the reports

- A statement of when it was requested

- A very general statement of the purpose and scope of the report

- An explanation of problems encountered

- Acknowledgement

ELEMENTS OF FORMAL REPORTS

Front material

- Title page (see fig 13.1 page 322)
 - Table of contents (see figure 13.2 page 323)
 - List of illustrations (see figure 13.3 page 323)
 - Glossary and list of symbols
 - Summary or abstract (see example page 325)
 - Introduction
 - Purpose, scope, procedure statements
 - Brief problem and background statements
 - Lengthy problem and background statement
 - Conclusions and recommendations /Rationale
- Read through pages (326-330)

ELEMENTS OF FORMAL REPORTS

Presenting the body of the formal report

- Paginating
- Indicating chapter divisions
- Laying out pages

Ending material

- References
- Appendix
- Summary