

SAINT MICHAEL'S COLLEGE OF LAGUNA

ENGLISH FOR ACADEMIC AND PROFESSIONAL PURPOSE LEARNING PACKET #6

Coverage:

- Nature and Structure of a Report
- Qualitative Reports
- Quantitative Reports

What to Expect:

To do well, in this learning packet, you are expected to accomplish the following:

1. understand the format, language and features of a report
2. classify the different kinds of reports according to formats, length, scope, among others
3. edit and revise structure, form, and style
4. write a sample report
5. observe the APA version 7 for documentation

Are you wondering how to write a report? **Unlike an essay**, which sets out to defend a writer's view about a topic and does not have to feature headings, a report discusses a topic in a structured, easy-to-follow format. It is very important to ensure that you are addressing all sides of the issue and presenting it in a manner that is easy for your audience to understand.

A report is a systematic, well-organized presentation of an issue, a problem, or an incident. They can be informative, investigative, and recommendatory.

- Report writing should be always complete and self-explanatory.
- It should give complete information to the readers in a precise manner.

Reports can be **academic, technical, or business-oriented**, and feature recommendations for specific actions.

Reports are written to present facts about **a situation, project, or process** and will define and analyze the issue at hand. Is it a real issue, with genuine controversy and uncertainty?

The **goal** of a report is **to relay observations and findings** to a specific audience in a clear and concise style.

General Types of Report Writing:

1. **Academic Writing:** The first thing to note is that academic writing is extremely formal. This paper attempts to prove something.
2. **Business Writing:** Business writing will also take on a formal tone. However, it can be slightly less buttoned up. The goal in a business report is to present new initiatives and "get things done."
3. **Technical Writing:** A technical report focuses on how to do something; it is more descriptive in nature.

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