HOW DO YOU WRITE INFORMAL REPORTS?

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Goals of the presentation

1- Identifying topics for an informal report

2- Identifying and analyze the audience, purpose and situations

3- Doing the necessary research and investigation

4- Identifying the thing you can describe

5- Discuss the events step by step

6- Identifying the real causes

7- Setting up and collecting data from research

8- Organizing and roughing-draft informal report

9- Considering the format

10- Reviewing and revising the rough draft
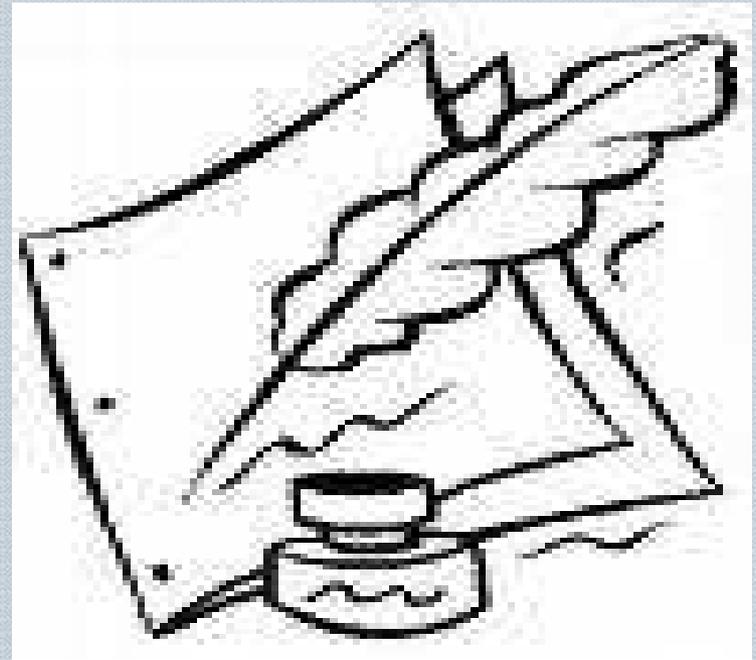
1- Identify topics for an informal report:

Examples:

- Trip reports
- Accident reports: Wrecked car
- Site and inspection reports
- Investigative analytical reports
- Damaged building

2- Identify and analyze the audience, purpose and situations:

- Terminology,
- Interest and needs

3- Do the necessary research and investigation:

- Interviews
- Archives

4- Identify the thing you can describe:

Part-by-part approach:

- Description
- Location
- Surroundings
- Exterior

5– If narration is needed, discuss the events step by step:

- Brief narration of the event

- Describe event by event

- Interview people involved

6– Identify the real causes

- Determining what caused the problem at that site

- Comparing the possible causes

- Carefully walk through the obvious cause step by step

7- Set up and collect data from your research:

- Confirming the causes and solutions based on facts and experiments.

8− Organize and rough−draft your informal report:

- Defining sections
- Organizing sections

  Start with :

  - Objective descriptive
  - Narrative descriptive
  - Interpretive discussion

9- Consider the format :

Design the informal report

- Can be separate with a cover letter or memo

- Can be an oral report

- Can be posted on the internet

PS: If the description is more then three pages

    => consider writing a cover memo or letter

    =>make report a separate, attached document

10– Review and revise your rough draft

- Audience
- Situation
- Purpose

Review and revise your rough draft

- Content
- Organization.
- Language➔ style, grammar and spelling

Biased Language

Avoid stereotypes:

- Race
- Religion
- Gender
- Physical status

MEMORANDUM

On October 24, 1993 we visited the Telecommunications Program at National University. Our primary interest was to learn more about their communication and switching research and we also wanted to review GHX recruitment of participants in their program.

The Program
The Graduate Telecommunications Program at National University is located in the Department of Computer Science and the Business School. Entering students with engineering or science backgrounds concentrate on technical areas while those with liberal arts or business education study policy, planning and regulatory issues. The Master's curriculum concentrates on systems, including requirements specifications, design, implementation, and management. The new Ph.D. program concentrates on network services and systems.

In our discussions with Dean Les Popkin, Professor James Jones (a GHX intern 1985), and other administrators, the GHX recruiting of the Program's graduates was repeatedly mentioned. We think that graduates of the program would be well qualified to join GHX in a variety of areas. We took the liberty of suggesting that the NU's administrators contact Mary Gross and Ellen Howe to discuss these issues with them.

Memo heading

Purpose statement

Topic

End of the presentation

THANK YOU FOR YOUR ATTENTION