# Contents



191

Preface ix

I A PRACTICAL APPROAGH TO REPORT WRITING

1 How to Use These Guidelines 3 Suggested Reading Plan, 3

2
The Report Writer's Pyramid 5
Getting Started, 5
Using the Pyramid Method, 8

II INFORMAL REPORTS 3

Occurrence, Field Trip, and Inspection Reports 17

Occurrence Reports, 17 Trip Reports, 20 Inspection Reports, 26

4

Progress Reports and Short Investigation Reports 35

Progress Reports, 35 Short Investigation Reports, 45

III SEMIFORMAL REPORTS AND PROPOSALS

5

Test and Laboratory Reports 51

Industrial Laboratory Reports, 51 Academic Laboratory Reports, 60

6

Investigation and Evaluation Reports 63.

Comparison of Semiformal and Letter Form, 74 Investigation Reports, 74

7

Suggestions and Proposals 77

Informal Suggestion, 78 Semiformal Proposal, 80 The Formal Proposal, 94

IV FORMAL REPORTS

8

The Formal Report 99

Traditional Arrangement of Report Parts, 99 Alternative Arrangement of Report Parts, 101

#### V

### REPORT WRITING TECHNIQUES AND METHODS

9

The Appearance and Format of Letter and Memorandum Reports 133

10

The Language of Report Writing 139

Get the Focus Right, 139 Be Direct, 141 Avoid Clutter, 147

11

Writing a List of References or a Bibliography 151

How to Write References, 152 Bibliographies and Footnotes, 155

#### 12

Inserting Illustrations into Reports 157

Tables, 158
Graphs, 159
Bar Charts, 162
Histograms, 164
Surface Charts, 164
Pie Charts, 165
Flow Charts, Site Plans, and Line Diagrams, 166
Photographs, 166
The Size and Position of Illustrations, 167

13

Guidelines for Spelling, Abbreviations, and Numbers 169

Spelling, 169 Abbreviations, 170 Numbers, 171 Metric (SI) Units, 171

#### 14

## Guidelines for Working with a Report Production Team 173

Working with Typists, 175
Working with a Word Processing System, 175
Working with Illustrators and Draftspersons, 176
Working with a Printer, 177
Working with Management, 177

## 15 Guidelines for Writing at a Computer Terminal

Word Processing Systems, 180
Why Keystroke Your Own Work?, 180
Some Word Processing Definitions, 181
Developing an Outline, 182
Preparing to Write, 184
Writing (Keystroking) the Report, 186
Checking (Editing) Your Own Words, 188
Desktop Publishing and How It May Affect You, 194

Index 197
About the Author 203