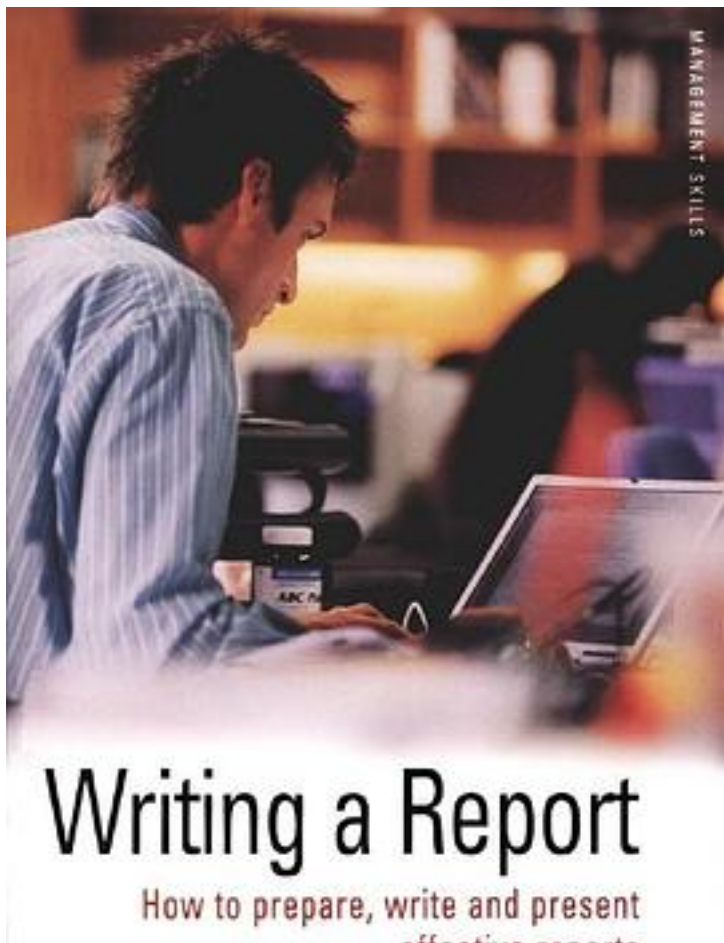


# Writing a Report



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Now in its 8th edition, this extensively revised and updated handbook explains how you can write reports that will be: Read without unnecessary delay; Understood without undue effort; Accepted, and where applicable, acted upon. Divided into three parts, the

book looks in detail first at the practical side of report writing: Preparation and planning; Collecting and handling information; Writing and revising; Secondly, at the creative side of report writing: Achieving a good style and choosing the right words. And thirdly, common types of report, including: Annual reports; Appraisal reports; Audit reports. Minutes; Progress reports; Student project reports; Technical reports. There is also an extensive glossary and a selection of sample reports.

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