

# Report Writing



**Lesley Morrissey**

**Book Nine**

HANDS ON MANAGEMENT  
Managing Yourself Series

# Report Writing

Book Nine  
Managing Yourself Series

Written by  
**Lesley Morrissey**

Published by and available from  
[theendlessbookcase.com](http://theendlessbookcase.com)

e-Edition  
Available in multiple e-book formats

The Endless Bookcase Ltd  
71 Castle Road, St Albans, Hertfordshire  
England, UK, AL1 5DQ

Copyright © 2016 Lesley Morrissey  
All rights reserved

ISBN: 978-1-908941-83-1

## About the Author



Lesley Morrissey is CIPD qualified and has worked as a training manager, human resources manager and management training consultant.

She has worked in the UK and overseas with a diverse range of nationalities and with managers of many levels of expertise. Without exception, her practical approach to solutions has been received with enthusiasm by trainees and companies with who she consults.

A great believer in 'getting what you expect', Lesley helps people to focus on what they want and then create a path to success.

Practical and pragmatic approaches to real world results are a particular focus for Lesley's development

strategies. “Does it really work?” is the benchmark all these techniques focus on. In the end the success of anything is in the results achieved.

Lesley now runs Inside News Limited specialising in Reputation Marketing.

# Contents

About the Author .....	i
How to use this book.....	1
What's it all about?.....	3
What's in it for me? .....	5
Purpose, Delivery and Construction .....	7
Preparing your report .....	12
The parts of a report .....	16
Practical Tips to Create Good Reports .....	23
Summary.....	28

# How to use this book

This book aims to be a practical guide for you. There are many exercises that you will want to do – and should do to get the most out of what you will learn. You remember much more about something when you've actually done it for yourself, rather than when someone has told you how to do it!

There are places in the book where you can write notes and carry out the exercises. You'll recognise them when you see this sign:



By all means use these spaces to make this book truly your own.

If you have purchased an electronic copy you will need to print some, or all, of this out – or have paper handy. I find that it is a wonderful way to recycle the backs of old letters, printouts and photocopies that would otherwise have been thrown out!

If, like me, you have been indoctrinated at birth that defacing books is sacrilegious, then have a pad of paper at the ready!

If you simply read and don't take action you'll find the useful lessons will quickly fade and this will become another of those books that gather dust (or fill up your computer hard disk).

**If you've bought this book because you want to improve your skills and your life - make this one count and take action!**

# What's it all about?

Many people are worried when faced with writing a report. A verbal explanation seems so much easier than getting it all down on paper.

Other people have no problem in writing reports, but the result is often difficult to read if it has no set format to follow and often wallows in unnecessary detail.

No matter how informal the organisation is, there will be times when you have no choice than to commit your information to paper so that a number of people can read it. Given that many managers are bombarded by paper, how do you ensure that your report is read – or at least that the content is known to those you want to read it?

Most reports are difficult to read and are full of complex language and obscure words and references. This programme is designed to look at both the content and structure of reports to enable you to produce a report that is easily readable with the minimum of creative effort on your part.

Reports are very straightforward documents to produce once you know how. They have a clearly defined content and layout. Having these decisions



made for you actually makes report-writing a simple and straightforward exercise!

# What's in it for me?

To get your ideas over a verbal presentation may make the first impact, but to ensure real understanding there must be supporting documentation for people to digest and aid their memories.

## Personal benefits

- Most people only remember 15% of what they heard after three days have passed – with written notes this increases to 60% after three days – this means that your ideas have four times as much chance of sticking in people's minds!
- You will be able to provide much more detail and reasoning in writing than most people are willing to listen to. Your reader will have clearer understanding and something to refer to later.
- When dealing with people who prefer to digest information before discussion a report will ensure they are in full possession of the facts prior to discussion which saves time spent in explanation or having to stop to check information.
- People who are unable to come to a presentation due to work load or location can read the report and get all the facts – this ensures that they don't

miss out on the concepts you are trying to get over.

What other benefits will you get if you develop good report writing skills?



# Purpose, Delivery and Construction

## Why?

Management needs information to guide it in its decision-making. The collecting of that information, researching when necessary, compiling and collating it into a logical order, drawing conclusions and making recommendations is a time-consuming business.

Therefore, the management will be more efficient if it asks you to do the job so that the information is already available when it comes to make its decisions.

Reports may be:

- Routine
- Regular checks on progress
- The daily report of service calls
- The weekly safety report
- The monthly progress report
- The shift report
- Staff attendance analysis
- Special investigatory reports to help address specific issues