

Report

A report is an informative formal piece of writing concerning a particular person, place, situation, plan, etc.

It is slightly different to an essay in the sense that it is a far more formal and professional way of conducting an analysis of your topic.

statement of the results of an investigation or of any matter on which definite information is required – Oxford English Dictionary

Types of Report

Laboratory report	This type of report conveys and analyzes the results of a scientific experiment.
Business report	This analyzes a situation and uses business theory to provide solutions or recommendations.
Case study report	This examines a real-world situation (the 'case') and analyzes it using appropriate theory (the 'study').
Project report	This briefly discusses project's objectives, budget, & outcomes.
Research report	this gives the results of research which has been conducted, for example through surveys (via questionnaires or interviews).
Progress report	This informs a supervisor about progress on a project over a certain period of time.
Design report	This report is used by engineers and describes and evaluates a design used to solve a particular problem.
Field Report	Phenomena under study

These reports are used so that:

- New ideas can be realized
- Point-of-view can be known and learned to be accepted
- Decisions can be made to help influence people's choice
- Alternative recommendations become available in crucial decision-making

Essential Elements of a Report

Title	may include report title, purpose, writer's name and affiliation (school or company)
Page	
Table of Contents	pages are in cascading order
List of abbreviations and/or glossary	
Executive summary / Abstract	brief overview that stands alone
	find info "at a glance"
	summarize each section of report in 1-2 sentences
	sometimes follows a required word count
Introduction	introduces topic and its background and significance
	identifies specific problem
	defines any important terms used
Body/Meth-ology	includes results and discussions
	treatment of problem is divided into different aspects
	definition of problem, analysis of its features, stages, and/or causes, & proposals for diff. ways of managing the problem

Essential Elements of a Report (cont)

Conclusion	summarizes report's main points
	no new info here
Recommendations	present specific suggestions for action that arise from the analysis and findings of the report
Bibliography/Reference list	alphabetical order
Appendices	tabular/figure/material that is too long but necessary
	numbered and titled
	included in table of contents



Report Cheat Sheet

Michael Biggs



Report Cheat Sheet:

Birt 2.6 Data Analysis and Reporting John Ward, 2010-07-15 Create Design Format and Deploy Reports with the world's most popular Eclipse based Business Intelligence and Reporting Tool **BIRT** Diana Peh, Nola Hague, Jane Tatchell, 2008-07-17 The world wide developer community has downloaded over three million copies of BIRT Business Intelligence and Reporting Tools from the Eclipse web site Built on the open source Eclipse platform BIRT is a powerful reporting system that provides an end to end solution from creating and deploying reports to integrating report capabilities in enterprise applications The first in a two book series about this exciting technology BIRT Second Edition A Field Guide to Reporting is the authoritative guide to using BIRT Report Designer the graphical tool that enables users of all levels to build reports simple to sophisticated without any programming BIRT Second Edition A Field Guide to Reporting is an essential resource for users who want to create presentation quality reports from day one The extensive examples step by step instructions and abundant illustrations help new users develop their report design skills quickly Power users can find the information they need to make the most of the product's rich set of features to build complex and compelling reports By the time you finish this book you learn the following and more Design effective business and corporate reports that convey information through images charts tables and cross tabs Build reports using data from a variety of sources including databases XML documents spreadsheets and web services Enliven reports with interactive features such as hyperlinks Tooltips and highlighting Create consistently styled reports and collaborate with other report designers through the use of templates and libraries of reusable elements Localize reports for an international audience This second edition revised and expanded adds updated examples and covers all the new and improved product features including Cross tabs and OLAP cubes New chart types including Gantt bubble tube and cone charts Web services as a new data source New report output formats including doc ppt xls and PostScript The capability for reports to reference CSS Localization of report parameter and data values *Crystal Reports 5 for Dummies* Douglas J. Wolf, 1997 Crystal Reports Professional 5.0 is a high performance information management program This book covers some of Crystal's features for example its capability to publish reports on the Web viewing reports at any level of detail and a search tool that performs queries quickly **Report**, 2009 **Crystal Reports 2008 For Dummies** Allen G. Taylor, 2011-02-08 A report is only useful if those who receive it understand what it means Knowing how to use Crystal Reports gives you the edge in producing reports from your database that really are crystal clear Crystal Reports 2008 For Dummies is a quick and easy guide to get you going with the latest version of this bestselling report writing software In fact it's so popular that previous editions have made it a bestseller too Crystal Reports 2008 For Dummies gives you just what you should know to produce the reports you'll need most often including how to Pull specific information from your database sort and group it and find the details you need Use dynamic or cascading prompts Troubleshoot and print reports and save time with templates View reports on your LAN Write formulas to retrieve specific

information Create and update OLAP reports Format reports control page breaks and even add graphics or Flash files Enhance your reports with charts and maps Use Crystal Reports in the enterprise There s also a companion Web site with sample reports from the book and links to sites with more related information With Crystal Reports 2008 For Dummies by your side you ll soon be able to create reports from simple to spectacular whenever the need arises **Report on the Progress and Condition of the Illinois State Museum of Natural History** Illinois State Museum,1912 Report Great Britain. Department of Science and Art,1875 **Report** ,1877 **Report on the Administration of the Police** Bihar and Orissa, India. Police Dept,1924 Merck's Report Theodore Weicker,1896 **Intuitions of Justice and the Utility of Desert** Paul H. Robinson,2013-03-26 Research suggests that people of all demographics have nuanced and sophisticated notions of justice The core of those judgments is often intuition rather than reason Should the criminal law heed what principles are embodied in those deep seated judgments In *Intuitions of Justice and the Utility of Desert* Paul H Robinson demonstrates that criminal law rules that deviate from public conceptions of justice and desert can seriously undermine the American criminal justice system s integrity and credibility by failing to recognize or meet the needs of the communities it serves Professor Robinson sketches the contours of a wide range of lay conceptions of what criminals justly deserve touching upon many issues that penal code drafters or policy makers must face including normative crime control culpability grading sentencing justification and excuse defenses principles of adjudication and judicial discretion He warns that compromising the American criminal justice system to satisfy other interests can uncover the hidden costs incurred when a community s notions about justice are not reflected in its criminal laws *Intuitions of Justice and the Utility of Desert* shows that by ignoring the views of justice held by the communities they serve legislators policymakers and judges undermine the relevance of the criminal justice system and reduce its strength and credibility creating a gap between what justice a community needs and what justice a court or law prescribes **Report** GroÑbritannien Royal Commission on Historical Manuscripts,1877

Seagate Crystal Reports 7 For Dummies Douglas J. Wolf,1999-05-07 Businesses all over the world rely on Crystal Reports to turn dull data into compelling reports that become critical decision making tools Now with Crystal Reports 7 and Seagate Crystal Reports 7 For Dummies you can use your current database program to create reports that look great from simple one table reports to integrated presentations with all the bells and whistles Crystal Reports is the simple solution to the problem of generating reports Whether you re a beginner or a seasoned Crystal Reports user and whatever your database software Seagate Crystal Reports 7 For Dummies opens up a whole new world of high performance information management Discover helpful advice on how to know what questions to ask before you start researching your report and how to use new Crystal Reports 7 features such as Geographic Mapping the Highlighting Expert Running Totals and tools for creating Web ready reports Customize reports for your audience by creating cross tab and summary reports and add new levels of snap and sophistication with graphs pictures logos and embedded objects Master the art of selecting sorting and grouping report

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