

<b>Title</b>	<b>Write a short report</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to write a short report.
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<b>Classification</b>	Communication Skills > Writing
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<b>Available grade</b>	Achieved
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#### Explanatory notes

- 1 This unit standard is one of a series of unit standards for report writing:  
Unit 3490, *Complete an incident report* (Level 1)  
Unit 3492, *Write a short report* (Level 2)  
Unit 3491, *Write a report* (Level 3)  
Unit 19629, *Present a reasoned argument in a report* (Level 4)  
Unit 9685, *Write an analytical report* (Level 5).
- 2 Candidates must be given the opportunity to edit and proof read their work before it is assessed.
- 3 The report should be 500-700 words.

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#### Outcomes and evidence requirements

##### Outcome 1

Write a short report.

##### Evidence requirements

- 1.1 The report is accurate in detail, clear in meaning, complete, and concise.

# A Short Formal Report

**George S. Ulibarri, John Parker  
Harrison, United States. National  
Archives and Records Service**

## **A Short Formal Report:**

James Stroman, 2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary s Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own

**The Complete Guide to Writing Effective and Award Winning Business Proposals** Jean Wilson Murray, 2008 The text covers the three key phases of a business proposal preparation writing and presentation and includes examples of different types and styles of business proposals such as sales proposals to clients letters and memos as business proposals proposals to government entities internal proposals to top management and business plans as a special type of business proposal

Business Communication by Sanjay Gupta (SBPD Publications) Sanjay Gupta, 2021-06-28 An excellent book for commerce students appearing in competitive professional and other examinations

**CONTENT**

1 Basic Forms of Business Communication 2 Different Models and Processes of Communication 3 Effective Communication 4 Theories of Communication and Audience Analysis 5 Self Development and Communication 6 Corporate Communication 7 Barriers and Breakdowns in Communication 8 Practices in Business Communication 9 Principles of Effective Communication 10 Writing Skills 11 Written Business Communication 12 Written Business Communication Medium Letters 13 Kinds of Business Letters Request Letters 14 Good and Bad New Letters 15 Persuasive Letters Sales Letters and Collection Letters 16 Office Memorandum and Circular 17 Proposal and Report Writing 18 Oral Presentation 19 Non Verbal Aspects of Communication 20 Effective Listening 21 Interviewing Skills 22 Modern Forms of Communication 23 International Communication 24 international Communication Adopting to Global Business

**SYLLABUS**

Unit I Meaning and Objective of Business Communication Forms of Communication Communication Model and Process Principles of Effective Communication Unit II Corporate Communication Formal and Informal Communication Networks Grapevine Barriers in Communication Group Discussion Mock Interviews Seminars Individual and Group Presentations Unit III Essential of Effective Business Letters Writing Important Business Letters Including Correspondence with Bank and Insurance Companies Unit IV Oral Non verbal Communication Principles of Oral Presentation Factors Affecting Presentation Effective Presentation Skills Conducting Surveys Body Language Para Language Effective Listening Interviewing Skill Writing Resume and Letter or Application Unit V Modern forms of Communication International

Communication Culture Sensitiveness and Cultural Context Writing and Presenting in International Situations **FIA**  
**Foundations in Management Accounting - FMA Study Text-2013** BPP Learning Media,2012-10-01 FIA FMA  
Management Accounting ACCA F2 Study Text **The War of the Rebellion: Formal reports, both Union and Confederate, of the first seizures of United States property in the Southern States (53 v. in 111)** United States. War Department,1880 Series I Contains the formal reports both Union and Confederate of the first seizures of United States property in the Southern States and of all military operations in the field with the correspondence orders and returns relating specially thereto and as proposed is to be accompanied by an Atlas In this series the reports will be arranged according to the campaigns and several theaters of operations in the chronological order of the events and the Union reports of any event will as a rule be immediately followed by the Confederate accounts The correspondence etc not embraced in the reports proper will follow first Union and next Confederate in chronological order Volume XIV 1885 Vol 14 Chap 26 Chapter XXVI Operations on the coasts of South Carolina Georgia and Middle and East Florida Apr 12 1862 Jun 11 1863

**Communicative English For Engineers And Professionals** Bhatnagar Nitin,2010-09 Business Communication According to National Education Policy - 2020 Sanjay Gupta,2022-01-12 1 Process Importance and Type of Communication 2 Different Models and Process of Communication 3 Barriers and Breakdowns in Communication 4 Role Effects and Advantages of Technology in Business Communication 5 Non Verbal Aspects of Communication 6 Effective Listening 7 Effective Communication 8 Principles of Effective Communication 9 Interviewing Skills 10 Practices in Business Communication 11 Oral Presentation 12 Writing Skills 13 Written Business Communication 14 Written Business Communication Medium Letters 15 Office Memorandum and Circular 16 Proposal and Report Writing **Business Communications (According to NEP - 2020)** Sanjay Gupta,2022-12-19 1 Process Importance and Type of Communication 2 Different Models and Process of Communication 3 Barriers and Breakdowns in Communications 4 Role Effect and Advantages of Technology in Business Communication 5 Non Verbal Aspects of communications 6 Effective Listening 7 effective Communication 8 Principles of Effective Communication 9 Interview Skills 10 Practices in Business Communication 11 Oral Presentation 12 Writing Skills 13 Written Business Communication 14 Written Business Communication Medium Letters 15 Office Memorandum and Circular 16 Proposal and Report Writing *Business Communication: Concepts, Cases and Applications (for Chaudhary Charan Singh University)* P. D. Chaturvedi,2013 **Basic Business and Administrative Communication** Elizabeth C. Annan-Prah,2015-07-25 This book Basic Business and Administrative Communication is written with the ultimate aim of providing readers with basic business communication and administrative concepts The book considers communication as a vital tool to the success of every business and therefore presents in depth coverage of the following topics Overview of communication Models of communication Context levels media and barriers to communication Lines of communication Oral communication Non verbal communication Listening in business communication Essentials of

effective business writing Written communication Job hunting preparing resumes and interview guidelines Meetings as an administrative function in organisations Requisites of valid meetings Roles of the secretary and chairperson at meetings Report writing The role of information communication technology in business communication The author recognises the importance of skill development and provides practical examples of business documents such as business letters memos and itinerary that readers can follow to create their own to maximise their effectiveness and contribute to organisational success The book is essential reading material for undergraduate and higher national diploma business students **NEP**

**Personality Development And Communication 2nd Sem (SEC-2)** Prof. (Dr. ) J. K. Sharma ,Sanjay Gupta,2024-07-24 1 Business Communication 2 Written Business Communication 3 International Communication 4 Business Letter Writing 5 Electronic Communication 6 Office Memorandum and Circular 7 Non Verbal Aspects of Communication 8 Report Writing 9 Barriers and Breakdowns in Communication 10 Importance of Listening 11 Leading And Leadership 12 Work Conflict Management 13 Negotiation 14 Selling Skills **FIA Foundations in Management Accounting FMA (ACCA F2)** BPP

Learning Media,2015-04-30 Foundations in Accountancy FIA awards are entry level core skill focused qualifications from ACCA They provide flexible options for students and employers and as official ACCA Approved Learning Provider Content BPP Learning Media s study materials are tailored to the exams students will take *Business Communication - SBPD Publications* Sanjay Gupta,2022-02-17 1 Basic Forms of Business Communication 2 Different Models and Processes of Communication 3 Effective Communication 4 Theories of Communication and Audience Analysis 5 Self Development and Communication 6 Corporate Communication 7 Barriers and Breakdowns in Communication 8 Practices in Business Communication 9 Principles of Effective Communication 10 Writing Skills 11 Written Business Communication 12 Written Business Communication Medium Letters 13 Kinds of Business Letters Request Letters 14 Good and Bad New Letters 15 Persuasive Letters Sales Letters and Collection Letters 16 Office Memorandum and Circular 17 Proposal and Report Writing 18 Oral Presentation 19 Non Verbal Aspects of Communication 20 Effective Listening 21 Interviewing Skills 22 Modern Forms of Communication 23 International Communication 24 International Communication Adopting to Global Business

**Communicating Through Letters and Reports** Clyde Winfield Wilkinson,Peter B. Clarke,Dorothy Colby Menning Wilkinson,1980 *Success with English Communication* Viviers,1992-12 **Guide to Materials on Latin America in the National Archives** ,1974 Guide to Materials on Latin America in the National Archives of the United States George S. Ulibarri,John Parker Harrison,United States. National Archives and Records Service,1974 Guide to Materials on Latin America in the National Archives of the United States United States. National Archives and Records Administration,1987

*Communicating for the Professions* G. Stewart,C. de Kock,M. Smit,R. B. Sproat,G. Storrie,1993-12-31 This work combines the expertise of communication specialists at three South African technikons to meet the requirements of first year students in a variety of college courses The text includes all key syllabus elements while giving practical examples of communication

in the workplace      Planning and Managing Scientific Research Brian Kennett, 2014-03-09 Although there are many books on project management few address the issues associated with scientific research This work is based on extensive scientific research and management experiences and is designed to provide an introduction to planning and managing scientific research for the beginning researcher The aim is to build an understanding of the nature of scientific research and the way in which research projects can be developed planned and managed to a successful outcome The book is designed to help the transition from being a member of a research team to developing a project and making them work and to provide a framework for future work The emphasis of the book is on broadly applicable principles that can be of value irrespective of discipline It should be of value to researchers in the later stages of Ph D work and Postdoctoral workers and also for independent researchers

The Top Books of the Year A Short Formal Report The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. A Short Formal Report : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. A Short Formal Report : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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