

TOPIC 5: Report Writing

BY MISS RAHA

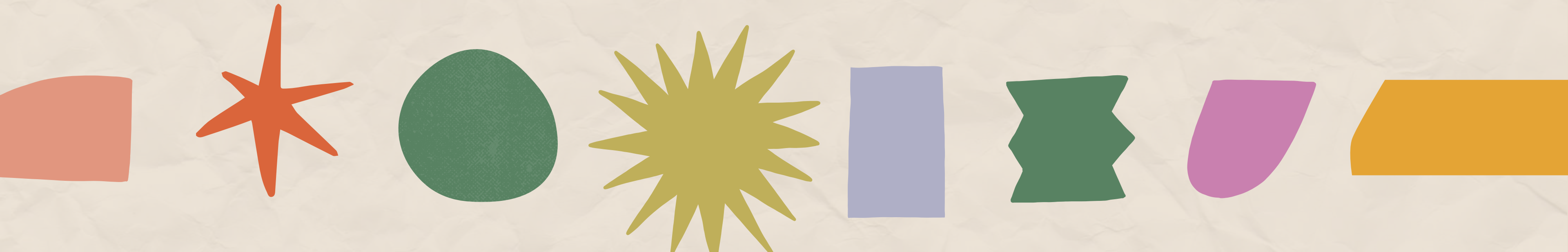




Doa starting class

رَبِّ زِدْنِي عِلْمًا وَارْزُقْنِي فَهْمًا

Oh Allah, increase me in knowledge and understanding



Understanding Report Writing

- Purpose and types of reports
- Standard structure of a report



Learning outcomes



Students will be able to understand the purpose and types of reports.



Students will be able to identify and apply the standard structure of a report.

Definition



A means to convey some information to others. It is an informative writing and formal.

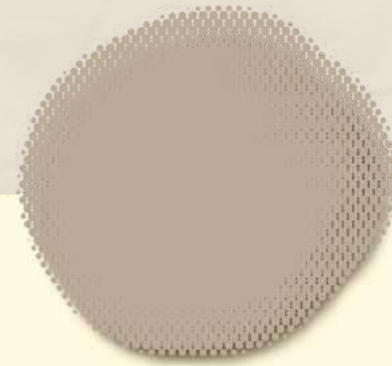
An organized, factual, objective presentation of information.

Report is a comprehensive document and covers all aspects of the subject matter of study.

'**Organized**' means it follows a systematic pattern.

'**Objective**' means it should not be influenced by our personal feelings.

Report



A report is a brief account of an event that has already taken place.

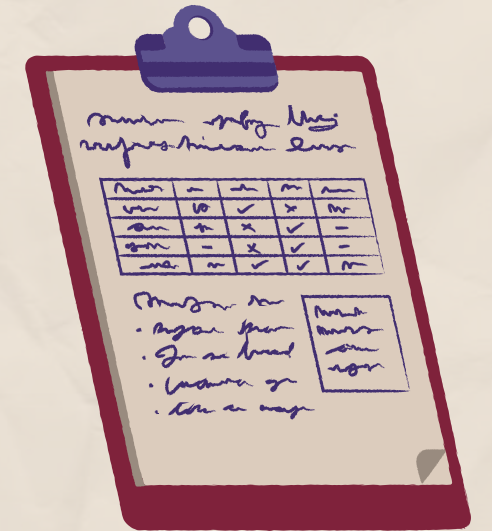
The report helps in recording the events of importance that occur in our day-to-day life. It attempts to present the firsthand information of an incident or event. A report of an event includes one's ideas, opinions and impressions about the event. It is written within an organisation to identify and examining actual event.



Purpose

To provide information.

Reports are used:



1

to present information on a particular topic after research has been carried out.

2

to give details of work carried out over a certain period with information on what still needs to be done.

3

to give an account of what actually happened at an event e.g. a road accident or a police report.



Types of reports

1

Assessment reports

present and evaluate the positive and negative features of a person, place and plan. It include your opinion or recommendation.



2

Informative reports

present information concerning a meeting that has taken place, progress made on a project or even police report.



3

Survey reports

present and analyze information gathered from questionnaires, including conclusion and suggestion or recommendation.



4

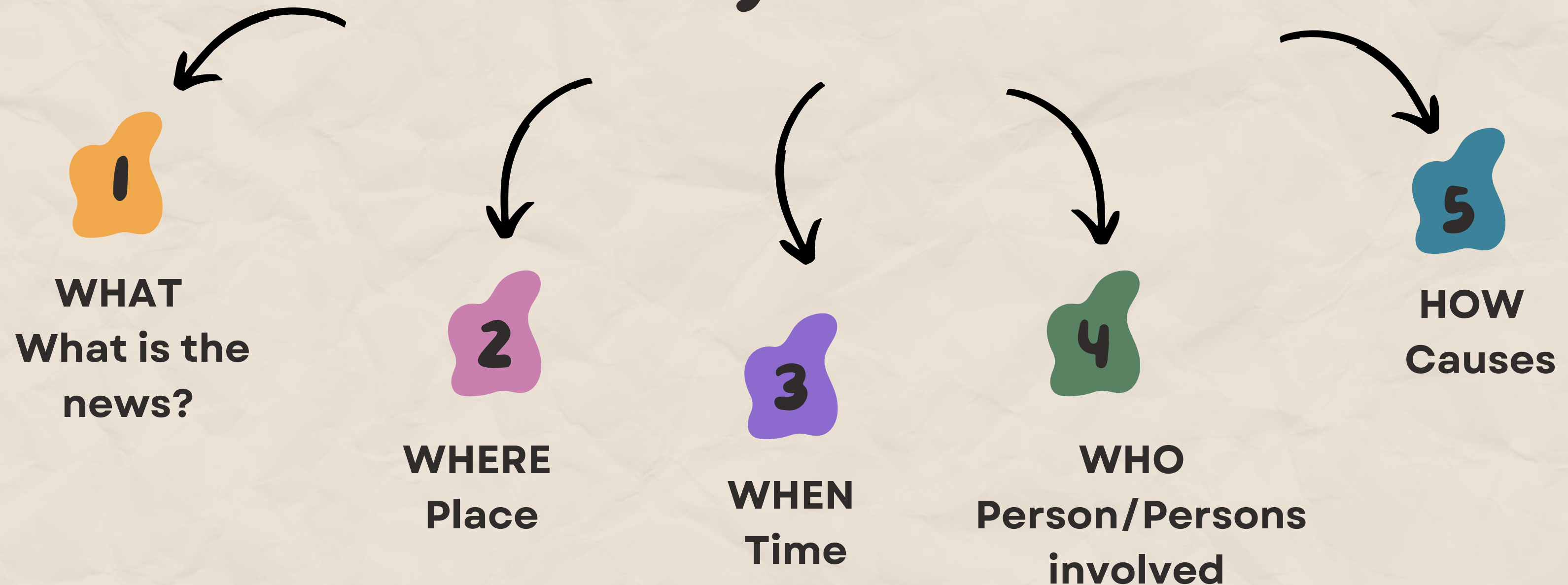
Proposal reports

present plans, decisions or suggestions concerning possible future courses of action for approval by one's superior at work.



Understanding the strategies of writing a report

Hammering the 4 Ws 1 H:



* Impact or Consequences (if found relevant)

Short Report Informal report	Long Report Formal report
consists of 1-10 pages in length	consists of 10-100 pages
follow a letter or memo format	include a title page, abstract, table of contents, body, recommendation, conclusion - formal style
use personal pronouns and contractions	do not use personal pronouns or contractions
conveying routine messages	based on the extensive research or study

Format of Informal Report

HEADLINE (TITLE)
(catchy, no running sentence)

Reported by: XYZ
Designation: Staff Reporter

Place, Date:

.....

.....

contain 120 -150 words

.....

.....

Format of Formal Report

1 Tittle Page

2 Abstract

3 Table of Contents

4 Introduction

5 Body/Findings/Discussions

6 Conclusion

7 Recommendations

8 References

9 Appendixes

I. Tittle Page

Must include:

- 1. Subject of the report**
- 2. Who the report is for**
- 3. Who the report is by**
- 4. Date of submission.**

words that grab reader's attention

NUCLEAR MEDICINE TECHNOLOGY WORKSHOP

Prepared for

Scott Rowland

Chairman, Nuclear Medicine Technology
Old Dominion University

By

Camesha White

Professor, Nuclear Medicine Technology
Old Dominion University

April 11, 2005

2. Abstract

Is usually 100-200 words and should include the following:

- Why the report has been written (problem addressing)
- How the study was undertaken
- What the main findings
- What the significance of the findings

Be specific and precise - reader can get a good understanding of the main points

ABSTRACT

This report reviews the durability of precast segmental bridges with the primary focus on corrosion performance of grouted internal tendons. An analysis and compilation of the available information on the subject was conducted with emphasis on those structures located in the United States and United Kingdom. It was determined that the corrosion problems with precast segmental and post-tensioned bridges in the United Kingdom were principally due to poor design choices and poor quality construction rather than a significant intrinsic susceptibility to corrosion. The study found no evidence of corrosion or other durability problems with precast segmental bridges in the United States, although it must be recognized that this conclusion is based on reported information primarily gathered by visual inspection. Similar to the experience in the United Kingdom, the few reported problems with grouted post-tensioned structures in the United States were due to poor quality construction. Additionally, laboratory research indicates that properly designed and constructed precast segmental and post-tensioned structures are durable. It was found that a lack of comprehensive non-destructive testing options has hindered the inspection and evaluation of precast segmental bridges. It is recommended that AASHTO adopt the Guide Specifications for Design and Construction of Segmental Concrete Bridges and more stringent and comprehensive grouting specifications as part of the Standard Specifications for Highway Bridges so as to insure good future performance of precast segmental bridges.

- The abstract should be on separate page with centered heading ABSTRACT in capitals.
- Written in a single paragraph.

3. Table of Content

- Should be on a separate page.
- It helps the reader to find specific information and indicates how the information has been organized.
- Include a list of figures and list of tables if any are used in the report.

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4. Introduction

The introduction has three main components:

1.The Background

2. The Purpose

3. The Scope

Introduction, Background, and Purpose

1.1 Introduction

The past decade has seen substantial growth in the U.S. passenger rail usage. Over the 10 years from 1999 to 2008, trips on commuter rail systems increased by 29 percent and Amtrak intercity trips grew by 33 percent. New and expanded commuter and corridor-type intercity services have been introduced in several regions. At the same time, rail freight revenue ton-miles grew by 25 percent. Both passenger and freight growth have been driven by increasing fuel prices, highway and airport congestion, environmental concerns, and an increasing emphasis on multi-modal planning in recent transportation legislation. Although the recession in 2008 and 2009 sharply reduced freight traffic and flattened passenger travel, this growth is likely to continue and accelerate as the economy recovers. Continuing substantial growth in rail passenger service is expected as a result of legislation in late 2008 and early 2009. The Passenger Rail Investment and Improvement Act (PRIIA) of 2008 and the American Recovery and Reinvestment Act (ARRA) of 2009 established new programs and procedures for funding and grant awards for intercity passenger rail investments, supported by substantial funding for intercity passenger rail projects. ARRA also provided substantial additional funds for the Federal Transit Administration (FTA) New Starts program, which supports many commuter rail developments, and mode-flexible transportation funds to state departments of transportation (DOTs).

Almost all passenger rail initiatives envision implementing new or expanded service on existing freight and passenger rail corridors and track. However, the steady growth of rail traffic, especially freight traffic, has led to localized railroad capacity problems and the potential for more severe capacity constraints in the future. Growth in passenger ridership has resulted in similar capacity constraints on some commuter networks. Many rail freight corridors proposed for new passenger service have not seen passenger service for decades and have been optimized for freight operation. Even proposals for true high-speed rail, such as that developed by the California High Speed Rail Authority, plan to share existing rail corridors for portions of the route.

The combination of ongoing growth of existing freight and passenger services and rising demand for new service has created a difficult negotiating environment for passenger rail interests seeking access to existing rail lines, especially those owned by freight railroads. Freight railroads are often reluctant to commit capacity to a new passenger service that may be needed for their own services in the future and are finding it difficult to meet the passenger service performance requirements, such as short journey times and acceptable on-time performance (OTP).

A further result of the expansion of passenger rail initiatives is that many more local, state, and regional transportation agencies, their staffs and consultants, and other stakeholders are becoming involved in passenger rail matters. Many of these organizations and individuals are unfamiliar with the railroad industry and the issues that confront officials implementing and operating successful passenger rail services. This Guidebook had been developed to help these officials and

5. Body/Findings/Discussions

- Presents factual, objective information. Findings are analyzed and discussed and evidence presented.
- Consist of all information to convince the reader that the conclusion and recommendation are reliable/valid. This information must be presented in a systematic way.

cooktops were working with the highest flame, continuously. Hence, there is a direct relationship between burning natural gas through gas stoves and the concentration of NO_x at home environment [19]. After finishing cooking events, concentrations started to decline, gradually, in P_1 and P_2 through air exchange with other parts of homes and after a period remained constant because gas fired space heaters fired regularly in bedrooms and the living room. Figure 2 represents NO concentration during cooking for each of the five locations.

Mainly, the process of cooking in the different homes studied places followed three main phases. During the initial phase of cooking, the food material becomes semi-cooked. Here, stoves burn the most amount of natural gas in order to create maximum heat. The greatest concentration of pollutants is produced during this phase. In the secondary phase, the process of cooking becomes relatively complete. Compared with the previous phase, the least amount of natural gas is burnt because this phase occurs gradually. The final maintenance phase is where the prepared foods are kept warm. In this phase, minimum heat is generated by stoves. Here, the lowest amount of fuel is consumed and similarly, the lowest concentration of generated pollutants is produced. From the graph, the concentration of NO raised in first 20 min (Initial phases) and eventually reach to highest point. In next two phases, NO concentration declined gradually which was related to reduction of consumed natural gas.

Measurements in the P_1 , P_2 where kitchens were open and semi-open indicated that concentrations reduced with rapid pace because of higher air exchange with other sections of home and using range hood. These days, many studies have referred to the importance of range hood on the concentration of pollutants. Hänninen et al. [20] investigated the infiltration level and fine particle concentration of housing and found that the ventilation rates by infiltration were proportional to the indoor $\text{PM}_{2.5}$ generated non-environmental tobacco smoke concentration. Gens et al. [21] stated that improvements made to the air tightness of buildings without enough air exchange rate can have unintended adverse health effects.

Also, these houses enjoyed central heating system where the boiler is located outside occupant's environment. In this regard, the boiler had little influence on the indoor concentrations of NO, NO_2 . Another important point in these locations is that NO_2 concentrations in P_1 were lower than P_2 which might relate to the its higher relative humidity content. Francisco et al. [22] stated it is more likely that the wide range of NO_2 decay rates is due to the amount of water mists in the air. However, this explanation is not supported completely.

P_3 showed a different pattern as compared to other homes because of the use of an electric stove. The amount of emitted NO and NO_2 were not surprisingly lower than the other indoor environments. Although studies have reported higher concentrations of nitrogen compounds in homes with natural gas cooking burners compared to homes with electric cooking [23], in this location, a fireplace which was burning natural gas, plays such a prominent role in emission of pollutants like NO_2 and NO. During cooking time, the concentration of both NO_2 and NO remained constant. Such pollutants were generated by the fireplace and some particles which traveled from living room to the kitchen, were driven out via range hood and thermally diffusive flow from their source.

Figure 3 shows the highest 1-hour concentrations of NO_2 . The NO_2 level in all house types were higher than the 100-ppb threshold assigned by the EPA. Almost all the homes had NO_2 levels exceeding 50-ppb. Hence, it is concluded that unexpected emissions might occur in homes where natural gas stoves are used. Additionally, the average

NO_x concentration in cooking time is calculated by the sum of the concentration of NO and NO_2 and represented in Figure 4.

Concentration measurement: Emitted CO in the home environment is associated with residential appliances, and type of fuels used for cooking, and heating purposes [24-26]. A large proportion of people in developed countries use electric stoves, however, in developing countries particularly like Iran that enjoy plentiful oil and gas resources, gas stoves are preferred. Increasingly, research is focused on measuring indoor CO concentration [27] monitored indoor CO concentrations over a 1-hour interval at different homes. The results varied between 6-8 mg/m^3 . Figure 4 represents the average 1-hour concentration of CO during cooking process. These results measurements indicated that CO concentrations were lower than WHO standard which are set at 30.55 ppm for 1-h [1]. Based on Figure 5 the highest concentration of 1-hour CO were measured at P_1 and P_2 in kitchens not having a range hood and enclosed type of kitchen and more importantly continuous use of gas heaters.

However, CO had an unpredictably lower concentration in P_3 . One of the most significant justifications was related to method of cooking. Generally, two methods of cooking including frying and boiling are common among Iranian families. At P_3 , boiling is preferred to prepare food ingredients. In contrast, in P_1 and P_2 both boiling and frying are used, and at P_4 , frying is more common. Depend on fuel type, cooking methods and ingredients which are used in kitchens, the type and amount of air pollutants generated by cooking can be varied [28-30]. Huboyo [31] reported that cooking type can play a crucial role in generated CO. During boiling of water, the CO concentration was at lowest point because water particles can absorb emitted CO. Lee [32] found that the most amount of pollutants are generated during barbecuing. Jiang [33] stated that water mists can diminish both CO and CO_2 concentrations during cooking.

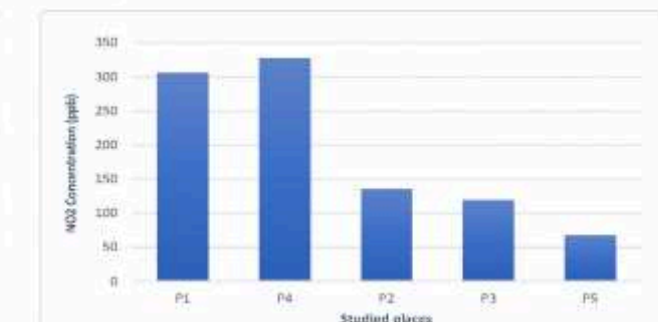


Figure 3: The average 1-hour concentration of NO_2 (ppb).

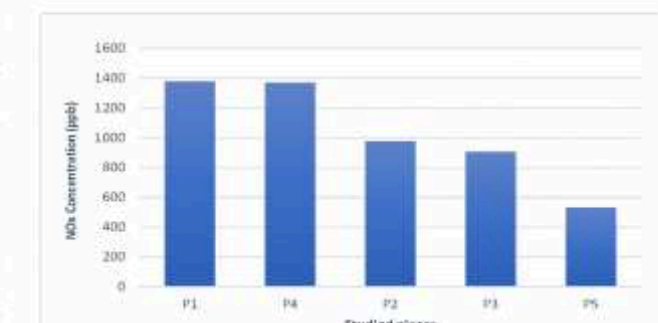


Figure 4: The average 1-hour concentration of NO_x (ppb).

6. Conclusion

- Should be as brief as possible.
- Should be free from speculation, have no new thoughts or references introduced or contain no further discussion of points raised.

5. Conclusion

Health information system provides many benefits to health institutions as patients' health records and administrative works can be managed effectively and efficiently. The system enables information sharing among related healthcare providers. However, with this development, health institutions face new challenges due to security problems.

This paper concentrates more on the security awareness and public personal information privacy concern. Furthermore, this study only concentrates on the educated and professional samples, which make up a population that is mostly influential in Malaysia's situation. They have the potential to give input to the government for the improvement of system even though their opinion may not be representative of the whole Malaysian population. The present study was aimed to measure the level of information security awareness on using online system which shows that most of the respondents have high awareness resulting from frequent use of the computer and internet in work and daily matters. In term of gender, male respondents have similar awareness level as compared to the female respondents. This is shown through their focus which was more on the easier security measures such as password changing, creating unique password and checking the status bar.

In addition, Malaysian are still comfortable in sharing their personal information with their groups, namely people or hospital staffs who are closed to them or knowledgeable about them, relatives and family.

7. Recommendations

Offers solutions or course of action.

6.2 Recommendation

The research has contributed extensively as the literature for the First Citizens Bank of Trinidad and Tobago. The aim of the research has been achieved. There exists relationship among dependent variable i.e. average stock price with every independent variable i.e. the GDP growth rate, the oil price, the interest rate, the inflation rate, are the dividend per share, earning per share, and profit after tax and return on equity. But due to the limitation of the data as the IPO of the bank was released in 2013, the results are insignificant and the multiple-regression of all the independent variables was not possible. The secondary qualitative data for all the variables in relation to the stock price of the First Citizens Bank was also missing which result in the low significance of the findings. The data collected by the primary method would have been beneficial as it results in accurate findings, provides a deeper insight and results in an understanding of the facts.

8. References

The list of references is an accurate listing in strict alphabetical order, of all the sources referred to.

References

Farrell, C. (2011). *The new frugality: How to consume less, save more, and live better*. New York, NY: Bloomsbury Press.

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guildford Press.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(2), 225-229. doi: 10.1037/0278-6133.24.2.225

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

9. Appendixes

Presents additional material such as questionnaires that are relevant.

APPENDIX A

Survey Questionnaire

TABLE 2A
SURVEY QUESTIONNAIRE, PAGE 2 OF 4

5. How do you use the results of pavement management (or pavement maintenance) system?

Please check all applicable boxes

- To keep track of the pavement condition ☐ To predict future pavement deterioration ☐
To determine the performance of the past pavement maintenance and rehabilitation treatments ☐
To prepare Capital Improvement Programs or annual budgets ☐
To obtain funding from FAA or other agencies ☐

6. How do you evaluate the condition of your pavements?

Pavement evaluation procedure	If yes, frequency of evaluation, years:	
	Runways	Other facilities
Pavement Condition Index (PCI)	Yes ☐	Yes ☐
Other types of surface distress surveys, but not PCI <i>If yes, what type of distress survey?</i>	Yes ☐	Yes ☐
Pavement smoothness (or roughness) surveys <i>If yes, which roughness measure do you use?</i>	Yes ☐	Yes ☐
Periodic pavement friction surveys	Yes ☐	Yes ☐
Periodic Falling Weight Deflectometer (FWD) surveys	Yes ☐	Yes ☐
Other surveys? Please specify (e.g., digital imaging of the pavement surface)		

7. How do you select pavement sections that require pavement maintenance or rehabilitation treatments?

Please check all applicable boxes

- With the help of a computer program ☐ Engineering judgement ☐
Worst pavement condition first ☐ Decision trees or guidelines ☐
When a perceived hazard exist ☐ Pavement age ☐
Operational priorities ☐ Other considerations ☐

Preventive pavement maintenance is carried out to prevent premature pavement deterioration and is done at the right time (when the treatment is most cost-effective). Preventive maintenance treatments may include, for example, crack sealing or thin asphalt concrete overlays.

8. Do you systematically identify pavements that would benefit most from preventive maintenance?

Yes ☐ When budget permits ☐ No ☐

9. Do you implement preventive maintenance treatment at the right time?

Yes ☐ Sometimes ☐ No ☐

10. Has your agency recently (during last 10 years or so) evaluated the performance of specific pavement maintenance or rehabilitation treatments? *We are particularly interested in new and innovative pavement preservation treatments and technologies.*

Yes ☐ No ☐

Report

Contents

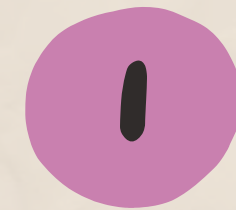
Style sheet
and
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Preliminaries

Text

**Reference
material**

Preliminaries



Title page



Acknowledgement

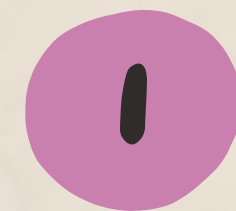


Abstract



Table of contents

Text



Introduction



Main body of the report



Conclusion

Reference Material

1 Reference

2 Appendix

3 Index

Stages of Report Writing

Stages

Action

1

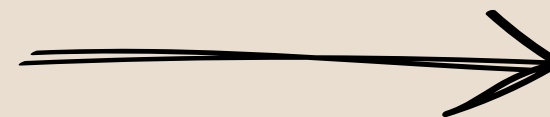
Planning



- think about subject matter
- think about readers and purpose

2

Selecting information



- reject irrelevant information
- consider collected facts and data

3

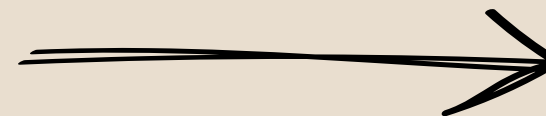
Drafting



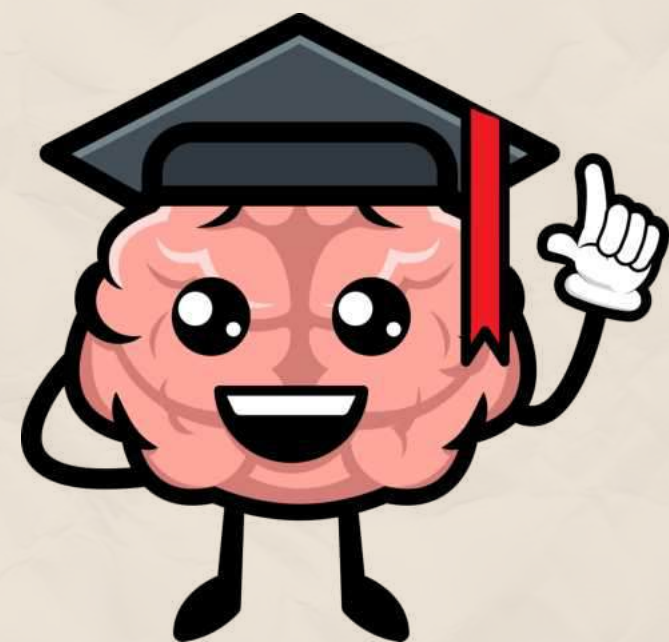
- write introduction
- write main text
- write conclusion and recommendation

4

Revising

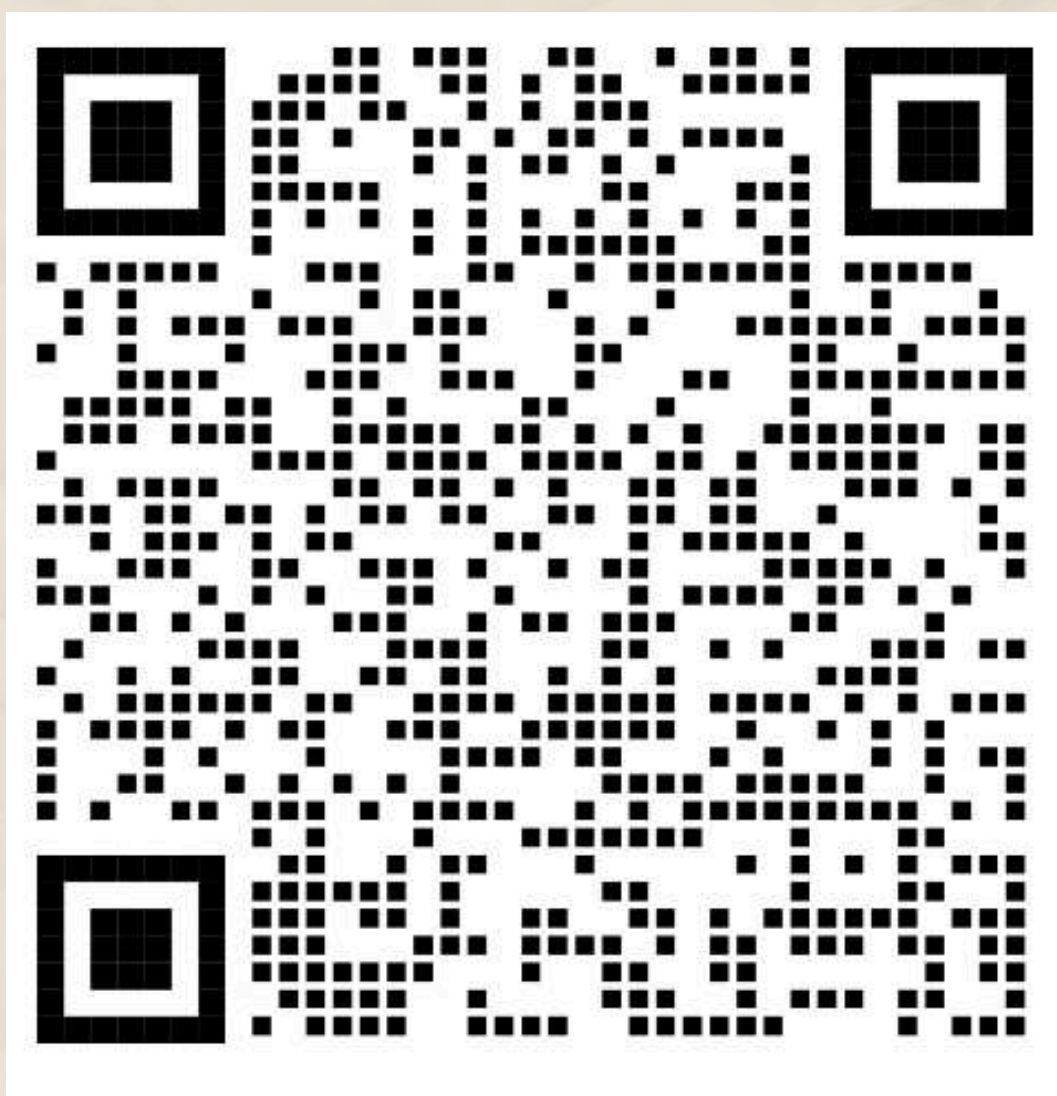


- check for errors



Task

quiz



✓ Quiz

The background is a light beige crumpled paper texture. It is decorated with various colorful geometric shapes: a purple oval at the top left, a green vertical pill shape, a purple ring, a green wavy-edged rectangle, an orange trapezoid, a large green C-shape, a red parallelogram, a purple rectangle, a green triangle, a green ring, a black diamond, an orange star, a purple semi-circle, a green circle, a purple trapezoid, an orange semi-circle, a green star, a purple squiggle, a black circle, an orange ribbon-like shape, a purple semi-circle, an orange ring, a green rectangle, and a green starburst at the bottom right.

Thank you