

# Short reports



SHORT REPORTS PURPOSE: When a brief written communication is necessary and can do the job for the reader. ¶ For example, a weekly or monthly financial or production report can be handled by a Short Report. ¶ Or, a proposal for a simple project or improvement on a process can be written up in a Short Report. WHAT IS THE FORM? Can be written as a Letter or as a Memo. § Memo when it is written within your department or company. (Sometimes a letter is OK here.) § Letter when it is written for outside your company. HOW MANY PAGES? Short Reports are usually one page (two pages maximum). However, attachments can be several pages. WHAT ARE THE PARTS? There are usually 4 parts. 1) Summary 2) Background (which is optional and not always necessary) 3) Body (main contents) The content may even include a simple, small chart or diagram (if it contains lots of information, is complex or several pages, then include it in the “ attachments” section). When you use HEADINGS and a list . . . remember that after each heading it is more effective to write a short sentence or phrase to INTRODUCE the list. See the example here. 4) Recommendation or Conclusion (use either one, depending on the subject/purpose of your report). SEE FORMAT BELOW SHORT REPORT FORMAT (memo) Lined up straight on left; colons are next to words. Memorandum very important! DATE: TO: FROM: (with signature) SUBJECT: Notice: body text is singlespaced Attachments: (name what it is and how many pages — if you have them) cc: (include the names and titles of the people to get a copy — if you are sending them) page 1 of \_\_\_ (if more than 1 page. If only 1 page, this is not needed) SUMMARY Summarize the report information without giving the details. Write the problem briefly, for example, but not all the details, and give the way you will solve it, and what the benefits would be. BACKGROUND

(sometimes you did not need this. Use it only if you must explain the history)

Write the history of the project, idea, proposal, etc. Write the problem, past solutions and who was involved in them, so the reader or member of the department can know what is going on now (and what happened before).

This part is to give the reader " the background. " BODY (Do not write the word " BODY. " You will write some descriptive word or words for this section for the heading, according to your topic/subject/contents/main idea.)

RECOMMENDATION or CONCLUSION (choose 1, based on your purpose) You will choose either one, depending on the subject of your report. [There is a special case when you use both. I will explain in class.] Recommendations are given when you are asked to provide your opinion about a problem or issue. This is your suggestion of WHAT SHOULD BE DONE. Conclusions are given when you are asked to study a problem, find out the facts and then report about what happened — you DO NOT SUGGEST WHAT SHOULD BE DONE TO SOLVE THE ISSUE. Thank you. If you have any questions, please contact me at \_\_\_\_\_ . (This is called the RESPONSE LINE) SEE

EXAMPLE BELOW OF A 2-PAGE SHORT REPORT Memorandum TO: All KFUPM Students FROM: Ahmed K., Director of Student Transportation DATE:

November 20, 1995 SUBJECT: Report on Survey of Bus Proposal;

Recommendations Attachment: sample of survey (4 pages) cc: All Deans

page 1 of 2 SUMMARY The students of KFUPM have a severe parking problem, which has developed recently along with the increased numbers of students being admitted and having cars. Our department proposed having an excellent bus system to solve the problem, but we wanted to hear what students thought. We conducted the following survey, and the results are given below, along with our recommendations. BACKGROUND A few years

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ago, parking for cars was no problem at KFUPM. Recently, though, (about the last two years) this has become a serious problem with lateness accidents, damage and frustration resulting. Our department decided to implement a bus system for students and conducted a survey of all the levels of students from orientation to graduate, to determine their feelings and the best way to serve them students' needs. The survey took one year, and the results are in the next section. SURVEY RESULTS The attached survey questionnaire give the details of the actual questions the students were asked. For all questions, either a response of excellent, v. g., g. neutral , or poor with numbers 1 to 7 were asked for. The questions ranged from (and then continue with the remainder of the explanation in detail). Page 2 of 2, Report on KFUPM bus proposal Here is a table that explains the results of the survey in a brief format: PUT TABLE HERE: The table is not an attachment. It would only be page 2 of this report. The questions that were asked on the survey (4 pages) are an attachment. RECOMMENDATIONS As a result of this study, here are the recommendations: 1) Do XXXXXX 2) Do YYYYYY 3) Do ZZZZZZZZ Thank you. If you have any questions, please contact me at \_\_\_\_\_.