

Report Formats

An overview of the how, what, and why of organizing different types of reports

How do you select a format and use it?

- Purposes and types of report formats
- Parts of a report
- Specific advice for writing reports

What is format?

- A plan of organization
- A means of structuring material
- A framework for arranging information

Why should you use a format?

- To present your report as clearly and as concisely as possible to one reader or to a variety of audiences
- To signal the type of information being presented
- To enhance the presentation

Your readers

Before you write a report, you must consider your readers. How you format your report will depend on your readers' goals and needs. Ask yourself the following.

- Who are my readers? Remember there may be more readers than you expect. For example, a feasibility report for your boss may be given to someone higher up in the company and a research report may be used by another researcher years later.
- Why do they need this report?
- What information do they need to get from this report?

General report format guidelines

When you write a report, you will want to make it easy to read and understand. Here are some guidelines to apply to any report you write.

- **Use lists:** Whenever you can, help your reader by using lists. Give your lists visual emphasis by bullets.

Operační program Vzdělávání pro konkurenceschopnost

Název projektu: Inovace magisterského studijního programu Fakulty ekonomiky a managementu

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PROJEKT JE SPOLUFINANCOVÁN EVROPSKÝM SOCIÁLNÍM FONDEM A STÁTNÍM ROZPOČTEM ČESKÉ REPUBLIKY.

- **Use headings and subheadings:** Use headings and subheadings to guide your reader through the organization of the report and list them in the table of contents. Each section should have a clear topic statement to let the reader know what will be included in the section.
- **Use clear typefaces, such as Times New Roman or Arial:** Avoid using more than one typeface in a document. Bold section headings for emphasis.
- **Use white space to enhance your information:** Dense blocks of text are difficult to read and will make it more difficult for your readers to find the information they need. For further information on this topic, see the OWL resource on document design, HATS.

Other guidelines for writing reports

- **Write the body of your report first—before you write the abstract:** Most report writers prefer to save the mechanical elements, such as the title page and the table of contents, for the last step.
- **Maintain consistent structure:** Once you determine the structure you will use, keep using it consistently throughout the report. This will make it easier for your readers to understand your report.
- **Choose carefully the voice, mood, and tense:** These depend on the rhetorical situation. Consider the expectations of your readers and the needs of your readers. For lab reports and long formal reports, most companies and most teachers prefer that you use the third person passive: "A test was run..." NOT "I ran the test..."

Examples of Military Reports

ROUTE REPORT [ROUTEREP]

Use to report results of route reconnaissance. Reference: FM 5-34, FM 17-95, and FM 17-98.

LINE 1 -- DATE AND TIME _____ (DTG)

LINE 2 -- UNIT _____ (Unit Making Report)

LINE 3 -- RECON TIME _____ (DTG Start and Completion of Recon)

LINE 4 -- RECOND ROUTE _____ (Route Reconned)

LINE 5 -- TRAFFICABILITY _____ (Trafficability of Route)

LINE 6 -- BUILT-UP AREAS _____ (Built-up Areas Along Route/Grid Coordinates)

LINE 7 -- LATERAL ROUTES _____ (Lateral Routes Reconned/ Results)

LINE 8 -- BRIDGE CLASS _____ (Bridge Classification Report/Grid Coordinates)

LINE 9 -- FORDS _____ (Fords and Crossings Site/Grid Coordinates)

LINE 10 -- BYPASSES _____ (Overpasses, Underpasses, Culverts/Grid Coordinates)

LINE 11 -- OBSTACLES _____ (UTM or Six-Digit Grid Coordinate With MGRS Grid Zone Designator of All Obstacles, Minefields, Contaminated Areas)

LINE 12 -- ENEMY _____ (Enemy Activity That Can Influence Route/Grid Coordinates)

LINE 13 -- NARRATIVE _____ (Free Text for Additional Information Required for Clarification of Report)

LINE 14 -- AUTHENTICATION _____ (Report Authentication)

WAR CRIME REPORTABLE INCIDENT REPORT [WCRIR]

Use to convey flash traffic to the commander relating to a possible, suspected, or alleged violation of the law of war discovered within the command.

LINE 1 -- DATE AND TIME _____ (DTG)

LINE 2 -- UNIT _____ (Unit Making Report)

LINE 3 -- TIME OF INCIDENT _____ (Time the Incident Occurred)

LINE 4 -- TIME OF DISCOVERY _____ (Time the Incident Discovered)

LINE 5 -- LOCATION OF INCIDENT _____ (Where Incident Occurred/UTM or Six-Digit Grid Coordinates with MGRS Grid Zone Designator)

LINE 6 -- PERSON(S) DISCOVERING _____ (Names(s)/Unit(s) of Person(s) Discovering the Incident)

LINE 7 -- SUMMARY _____ (Narrative Description Including the Who, What, When, Where and How)

LINE 8 -- UNITS IN AREA _____ (Identity of Location and Point of Contact for All Evidence)

LINE 9 -- LOCATION OF EVIDENCE_____ (Identity of Location and Point of Contact for All Evidence)

LINE 10 -- AUTHENTICATION_____ (Report Authentication)

WEATHER ADVISORY/WATCH [WEATHERWATCH]

Use to send flash weather information that will affect current unit operations. Reference: FM 34-81.

LINE 1 -- DATE AND TIME_____ (DTG)

LINE 2 -- UNIT_____ (Unit Making Report)

LINE 3 -- REPORT LINE_____ (Report Line From 0117)

LINE 4 -- SUMMARY_____ (Summary of Warning)

LINE 5 -- TIME OF WATCH _____ (DTG From-to DTG as of DTG of Watch)

LINE 6 -- AREA _____ (Area Affected)

LINE 7 -- NARRATIVE_____ (Free Text for Additional Information Required for Clarification of Report)

LINE 8 -- AUTHENTICATION_____ (Report Authentication)

SURVIVABILITY REPORT [SURREP]

Use to report the completion of survivability tasks. Survivability tasks include digging, revetment, camouflage, and hardening of buildings. Reference: FM 5-34, FM 5-100, and FM 5-102.

LINE 1 -- DATE AND TIME_____ (DTG)

LINE 2 -- UNIT_____ (Unit Making Report)

LINE 3 -- UNIT TYPE _____ (Type of Unit)

LINE 4 -- TASK SERIAL NUMBER_____ (Unique Task Identifying Number)

LINE 5 -- OBSTACLE ZONE/BELT NUMBER _____(Zone, Belt Letter and Number)

LINE 6 -- SURVIVABILITY MISSION _____(Type of Mission, Protective Works, Camouflage)

LINE 7 -- SURVIVABILITY TASK _____(Task, CP, Fighting Positions)

LINE 8 -- TYPE OF POSITION _____(Type of Position)

LINE 9 -- ECHELON _____(Echelon of Unit)

LINE 10 -- MAP SHEET NUMBERS _____(Map Sheet Numbers Relevant to Report)

LINE 11 -- NAME OF NEAREST TOWN _____(Name of Nearby Town)

LINE 12 -- COMPLETION TIME _____(DTG When Task Was Completed)

LINE 13 -- NARRATIVE _____(Free Text for Additional Information Required for Clarification of Report)

LINE 14 -- AUTHENTICATION _____(Report Authentication)

Another example of a standardized report

ANNEX No. 1

Periodic Logistics Report Format

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(Classification)

Copy no. ... of ... copies

Issuing headquarters

Place of issue (may be in code)

Date-time group

PERIODIC LOGISTIC REPORT No.

Period covered: (date and time to date and time)

References: Maps (series number, sheets, edition, scale)

Disposal instruction: (if any; e.g. DESTROY WITHIN 48 HOURS OF RECEIPT)

1. LOGISTIC SITUATION AT END OF PERIOD

2. SUPPLY

a) Supported strength

b) Status of supply

c) Local procurement

d) Miscellaneous

3. SERVICE

a) Transportation. For each pertinent item, outline briefly the progress of major movements and bottlenecks.

(1) Highway

a) Transportation vehicles and motive power classified by principle run or local area. For each type of vehicle or motive power, show total available, total operating, total deadline, and breakdown of deadlined equipment into categories of maintenance.

b) Tonnage, numbers of vehicles and persons transported.

c) Terminal operations. Show, for each, tonnage and supplies, number of vehicles, and number of persons loading and unloading; terminal equipment available and working.

(2) Air. Similar to (1) above.

(3) Rail. Similar to (1) above.

(4) Water. Similar to (1) above.

(5) Pipeline.

(6) Supply movement. Tonnage and supplies received in area and evacuated from area. Classify by means of transportation.

(7) Personnel movement. Number of personnel received in area and evacuated from area. Classify by means of transportation.

b) Construction. List principal projects, showing percentage of completion and projected operational and completion date for each.

c) Installation. For the principal installations of each service not covered above, show workload on hand at start of period, received, completed, and on hand at end of period, classified to conform to the class of work performed. List installations opened and closed during the period (state, location, date, and time).

d) Miscellaneous. Real estate, laundry, bath, clothing exchange, decontamination, and impregnation/reimpregnation, as required.

4. MAINTENANCE

Show quantity of principal items or classes of equipment awaiting maintenance on hand at start of period, received, completed, and on hand at end of period. Also show major items of equipment deadlined, by type and reasons therefore, and item of equipment evacuated.

5. MISCELLANEOUS

a) Boundaries. Changes during the period and activities relative to anticipated changes.

b) Headquarters. Locations and activities relative to movements during the period and activities

relative to anticipated changes.

c) Changes in assignment during period assigned; relieved. (Show date and time).

d) Protection. Losses or damage to logistic activities due to enemy, subversive, or natural causes. State corrective action taken.

e) Plans and orders. Receipt and issue of basic combat service support plans or instructions. Attach a copy of each administrative/logistic order issued since the preceding report.

f) Other logistic matters. Logistic matters not otherwise covered, such as exploitation of civilian and enemy prisoner labor.

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Commander

Authentication:

Annexes:

Distribution:

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Classification

(John E. Edwards, Combat Service Support Guide, Stackpole Books, 1993)

Úkoly pro samostatnou práci: