

# Standardized Reports



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Operační program Vzdělávání pro konkurenceschopnost

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## Warm-up

*Work in pairs*

- What do you know about writing reports in Czech?
- Are you familiar with some rules for writing reports in English?
- What do you think a standardized report should contain? Make a list.

## *Read the text on reports.*

Officers, scientists, engineers and managers write reports to communicate the results of military exercises, research, field work and other activities. It is necessary to consider the clarity, organization and content when the writer is presenting his findings in the report.

Fortunately, military reports which are similar to formal reports, research articles, technical reports, lab reports or scientific reports have a fairly consistent formats that might help the writer to organize information clearly. Most military reports contain the same major sections, although the names of the sections vary widely, and sometimes it is appropriate to omit sections or add others.

Where to begin? A report is a vehicle through which the writer will share his findings with others. When, for example, a military exercise finished and the writer gathered all the necessary data, he is ready to begin thinking about the content of his report. He should:

- describe the purpose of the military exercise or another event;
- describe the background of the subject;
- describe the results.

### Sections of the report:

Reports are generally divided into sections. Each section has a specific purpose. Generally, a report will include the following sections:

*continued*

- Title page
- Abstract
- Table of contents
- Introduction
- Body
- Recommendations
- References
- Appendices

### Abstract:

An abstract is an accurate representation of the contents of a document in an abbreviated form. An abstract can be the most difficult part of the report to write because in it the writer has to introduce his subject matter, tell what was done, and present selected results, all in one short (about 150 words) paragraph. As a result, the writer should usually write the abstract last.

The most common type of abstract is the informative abstract. An informative abstract summarizes the key information from every major section in the body of the report, and provides the key facts and conclusions from the body of the report. A good way to develop an informative abstract is to devote a sentence or two to each of the major parts of the report. The writer should include key numerical facts to make the informative abstract brief. He should summarize rather than describe the report.

## *Write a report based on the following instructions:*

You have recently taken part in a military training exercise in the Czech Republic or abroad. Your base commander has asked you to write a report on the success or failure of the exercise in English in order that it can be sent to the US commander who is preparing a similar joint military exercise in that area next month. Be sure that you include the following facts in your report:

- the objective of your exercise;
- special tasks of your unit/troop;
- steps taken, procedures;
- difficulties encountered;
- favourable/unfavourable conditions; and
- recommendations.

## Matching exercise

*Match the beginnings of the sentences with the endings.*

Despite the fact    In conclusion    The only problem was    The main objectives    To summarize

- 1 ..... of the exercise were undertaking a winter survival course and flying in the severe conditions of a Norwegian winter.
- 2 ..... that we had equipment for such climatic conditions , many difficulties arose.
- 3 ..... the conditions during the exercise, I want to express my appreciation for the excellent support from the Germans.
- 4 ..... that the drivers had difficulties with driving on ice because they didn t have enough experience.
- 5 ..... , I would like to make some recommendations.

*Here you can see the example of a report format:  
Check the meaning of key words from this report.*

## **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)

*Check the meaning of key words from this report.*

## SPOT REPORT [SPOTREP]

Use to send information to provide timely intelligence or status regarding events that could have an immediate and significant effect on current planning and operations. Reference: FM 17-15, FM 17-98, and FM 7-7.

- LINE 1** -- DATE AND TIME \_\_\_\_\_ (DTG)
- LINE 2** -- UNIT \_\_\_\_\_ (Unit Making Report)
- LINE 3** -- SIZE \_\_\_\_\_ (Size of Enemy Unit)
- LINE 4** -- ACTIVITY \_\_\_\_\_ (Enemy Activity at DTG of Report)
- LINE 5** -- LOCATION \_\_\_\_\_ (UTM or Six-Digit Grid Coordinate with MGRS  
Grid Zone Designator of Enemy Activity or  
Event Observed)
- LINE 6** -- UNIT \_\_\_\_\_ (Enemy Unit)
- LINE 7** -- TIME \_\_\_\_\_ (DTG of Observation)
- LINE 8** -- EQUIPMENT \_\_\_\_\_ (Equipment of Unit Observed)
- LINE 9** -- SENDER'S ASSESSMENT \_\_\_\_\_ (Specific Sender Information)
- LINE 10** -- NARRATIVE \_\_\_\_\_ (Free Text for Additional Information Required  
for Clarification of Report)
- LINE 11** -- AUTHENTICATION \_\_\_\_\_ (Report Authentication)



*Answer the following questions:*

- 1 What are the main parts of the SPOT REPORT?
- 2 What information can you find in the heading of the SPOT REPORT?
- 3 What information does the report provide?
- 4 What does DTG stand for?
- 5 What does UTM stand for?
- 6 What does MGRS stand for?
- 7 What does the ending of SPOT REPORT include?

*Work in pairs. Read the sample report and make as many questions as possible. Then ask your partner. Finally, one of you will report to the class.*

Dear Sir,

I would like to inform you about to military exercise which I was involved in.

Report on the military exercise in Norway, February, 2012.

The exercise took place in a training area in Norway and lasted from February 2 to February 24, 2012. The main objectives of the exercise were undertaking a winter survival course and flying in the severe conditions of a Norwegian winter.

Firstly, I want to describe the tasks which my unit had to fulfil.

- we had to provide full logistic support for our helicopters,
- some of our officers were asked to be liaison officers and cooperate with British and German troops.

Despite of the fact that we had equipment for such climatic conditions, many difficulties arose. I would like to mention only the main problems:

- we had a problem with heating our tents in the initial stage,
- our trucks wee not able to operate in the extremely cold conditions,
- the camouflage of our helicopters is not suitable for snowy and icy areas,
- our sleeping bags are inadequate for -35 degrees C.

Our troops had to sleep in the poorly insulated sleeping bags for one week during the winter survival course.



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*continued*

To summarize the conditions during the exercise, I want to express my appreciation for the excellent support from the Germans.

Our kitchen was excellent and the chef was able to meet all our needs.

The only problem was that the drivers had difficulties with driving on ice as they did not have enough experience.

In conclusion, I would like to make some recommendations:

- it is vitally important to change our equipment for harsher winter conditions;
- we have to better train our drivers to be able to drive in such icy conditions;
- we should upgrade our trucks to be able to operate under -35 degrees C;
- our research facility should invent a winter camouflage paint scheme for our helicopters;
- we need to train in extreme conditions as often as possible.

Yours truly,  
Major Jana Novakova

# Thanks for your attention



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