

# WRITING REPORT

## A. Introduction

### 1. Description

Report, like essays, are a common way of assessing students. While essays generally require a discussion of a particular issue/theoretical statement or quote, reports generally focus on a specific problem or case study. Further, business reports are often addressed to a client (e.g. manager) and make recommendations.

### 2. Relevance

The main objective of this material is to assist always use section headings and take an objective perspective.

### 3. Learning Guide.

This teaching material is designed will be write a report.

## B. Main Section

### 1. Learning Outcome

#### a. Attitude:

Be friendly, the one who loves to talk, socialize, and cooperate with others.  
Be the one who loves peace, always makes other pleasant and comfortable.

#### b. Knowledge:

- The Analyzing social functions, text structure and linguistic elements of transactional interaction texts that involve the act of giving and asking for information related to writing simple reports (*Report Text*).
- Comparing social functions, text structures and linguistic elements of transactional interaction texts involving the act of giving and asking for information related to writing simple reports.
- Summarizing social functions, text structure and linguistic elements of transactional interaction texts that involve the act of giving and asking for information related to writing simple reports.

#### c. Skills

The Students expected to be able to:

- 1) Compile transactional interaction texts involving member actions and requesting information related to writing simple reports by taking into account social functions, text structures and linguistic elements.
- 2) Presenting transactional interaction texts involving the act of giving and asking for information related to writing simple reports by paying attention to social functions, text structure and linguistic elements (*Report Presentation*).

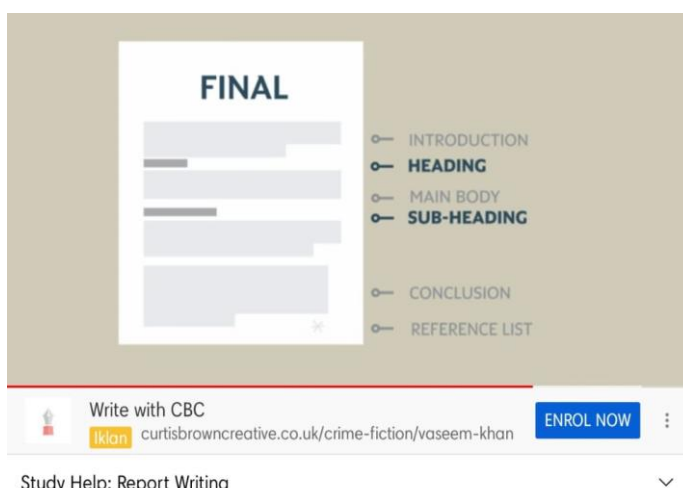


## 2. Learning Materials and Learning Activities

### Material 2 – Writing Report (Business Report)

#### a. Definition

Report represents the responsibility in the form of article. What reported is fact about all activity aspect of during “Industry Job Practice”. Before a student executes the “Industry Job Practice”, students ought to make the outline. Hence report making only just technical problem, that is give the content of something that have been arranged in outline. But, it is important to know, that writing report have to follow general condition.



Link You Tube: <https://youtu.be/GV4yMF8vx6o>

Outline, which have been made have to be formulated to become some chapters.

#### Parts of report:

Compiled report consisted of the:

|   |                       |   |
|---|-----------------------|---|
| 1 | Antecedent            | In usually, antecedent is first chapter at a report, the contents are:<br>a. Formulation of about report target<br>b. Problem formulation to be formulated in report<br>c. Scope of report  |
| 2 | Content of the Report | Content of report is presented systematically.  |
| 3 | Resume or conclusion  | Resume represents the summary of report content. Resume or conclusion represents the report kernel.   |
| 4 | Enclosures            | Enclosures is data complement, good for clarifying report content. Report writer mentions; see the enclosure I, see the enclosure II, etc.<br>Enclosures can be in the form of the:<br>a. Map/a location of place “Industry Job Practice”<br>b. Organizational schema<br>c. Letters |



|   |              |  |
|---|--------------|--|
|   |              | d. Pictures<br>e. Statistical data, etc.   |
| 5 | Bibliography | Bibliography is a report which is compiled that is pursuant to fact. But, sometimes we find the data and fact coming from a lot of book or other publication. Book name which we use to equip a report, have to be mentioned. Compiled by alphabet, by the name of author, book title, publication, publisher name, publisher address, and year of book release. |

Commonly, report may require different format. Here are commonly used headings for reports, as follow.

### Report Physical

#### 1) Title Page

This should briefly but explicitly describe the purpose of the report (if this is not obvious from the title of the work). Other details you may include could be your name, the date and for whom the report is written.

#### 2) Terms of Reference

Under this heading you could include a brief explanation of who will read the report (*audience*) why it was written (*purpose*) and how it was written (*methods*).

#### 3) Summary (*abstract*)

The summary should briefly describe the content of the report. It should cover the aims of the report, what was found and what, if any, action is called for. Aim for about ½ a page in length and avoid detail or discussion, just outline the main points.

#### 4) Contents (*table of contents*)

The contents page should list the different chapters and/or headings together with the page numbers. Your contents page should be presented in such a way that the reader can quickly scan the list of headings and locate a particular part of the report.

#### 5) Introduction

The introduction sets the scene for the main body of the report. The aims and objectives of the report should be explained in detail. Any problems or limitations in the scope of the report should be identified, and a description of research methods, the parameters of the research and any necessary background history should be included.

#### 6) Methods

Information under this heading may include: a list of equipment used; explanations of procedures followed; relevant information on materials used, including sources of materials and details of any necessary preparation; reference to any problems encountered and subsequent changes in procedure.



7) Results

This section should include a summary of the results of the investigation or experiment together with any necessary diagrams, graphs or tables of gathered data that support your results. Present your results in a logical order without comment.

8) Discussion

The main body of the report is where you discuss your material. The facts and evidence you have gathered should be analyzed and discussed with specific reference to the problem or issue.

9) Conclusion

In the conclusion you should show the overall significance of what has been covered. You may want to remind the reader of the most important points that have been made in the report or highlight what you consider to be the most central issues or findings.

10) Appendices

Under this heading you should include all the supporting information you have used that is not published. This might include tables, graphs, questionnaires, surveys or transcripts. Refer to the appendices in the body of your report.

11) Bibliography

Your bibliography should list, in alphabetical order by author, all published sources referred to in your report.

12) Glossary of technical terms

It is useful to provide an alphabetical list of technical terms with a brief, clear description of each term. You can also include in this section explanations of the acronyms, abbreviations or standard units used in your report.



## Format of a Report

|   |                                |  |
|---|--------------------------------|--|
| 1 | Title                          | Title of the report has to represented all parts of report. Beside that, a little has to invite reader interests in order that it makes a reader curious.  |
| 2 | Executive Summary/<br>Abstract | Use this section to note your conclusions or recommendations that will be made in the report. You should also include the most important ideas discussed in the report. If you are writing a daily work report or progress report, you do not need to include this section.  |
| 3 | Introduction                   | Your introduction should be two to four paragraphs summarizing what you will cover in the report as well as your reason for writing the report. Be as specific and concise as possible when writing your introduction so that the reader can clearly understand what they will find in your report. For daily or progress reports, your introduction only needs to be a few sentences detailing work you've completed and what you plan to work on next.   |
| 4 | Body<br>(Content)              | <p>For the body of your report, you should focus on detailing the information you wish to convey. You can include results, conclusions and findings that were made related to a project. For daily or progress reports, include the accomplishments you have achieved or tasks you have completed.</p> <p>In this section, you should list your recommendations based on the conclusions or results of a project or that will solve a particular issue. For example, you may write "spend one hour training employees on the new handbook each week" as a recommendation. For a daily or progress report, you can list your next goals or tasks in this section.</p> |
| 5 | Conclusion                     | <p>This part is consist of the conclusion and suggestion.</p> <p>a. Conclusion<br/>This part contains the conclusion from the result of the research which has been discussed. Conclusion represents the problems answer opened in introduction.</p> <p>b. Suggestion<br/>Suggestions require to be submitted to the reader.</p>   |
| 6 | Bibliography                   | Bibliography is book list, magazine and also articles used as a reference to analysis the data and discuss the problem.  |



**Example 1:**

The following is an example of a work report you can use as a guide when writing your own report in the workplace:

|  |  |
|--|--|
| <p><b>Project Design of Animation</b><br/>         October 5, 2021<br/>         Prepared by: Sally Smith<br/>         Atlantis Company</p>   | <p><b>Project Name</b><br/>         Date<br/>         Prepared by:<br/>         Company name</p> |
| <p>This report is to provide an update on the Design of Animation project that is due on December 5th. This project will result in the creation of a new employee handbook that will include updated rules and regulations as well as the approved increase of paid-time-off. This handbook will work to increase employee awareness of workplace expectations as well as inform them of the new benefits that have recently been implemented.</p> | <p><b>Executive summary or abstract</b></p>  |
| <p><b>Summary of work completed:</b></p> <p>As of this date, I have completed the following for the Design of Animation project:</p> <ul style="list-style-type: none"> <li>• Verified all information that will be in the handbook with upper management and HR</li> <li>• Drafted a table of contents</li> <li>• Formatted layout of handbook</li> <li>• Composed the first 12 pages of handbook</li> </ul>                                      | <p><b>Introduction</b></p>   |
| <p><b>Tasks to be accomplished by October 5, 2021:</b></p> <ul style="list-style-type: none"> <li>• Compose five more pages of handbook.</li> <li>• Proofread and edit all pages that have been completed up to this date.</li> <li>• Have the manager of HR read handbook content to ensure accuracy.</li> </ul>  | <p><b>Body</b></p>   |
| <p>The project design of animation is on track to be completed by the scheduled date. This project currently has no obvious obstacles or issues, but if they should arise they will be promptly addressed.</p>   | <p><b>Conclusion</b></p>   |
| <p>Richard Williams, The Animator’s Survival Kit</p>   | <p><b>Bibliography</b></p>   |



### Example 2:

The following is an example of a work report you can use as a guide when writing your own report in the workplace:

|  |   |
|--|---|
| Handling the Administrative Works in BKD Walikota Depok  | <b>Project Name</b><br>Date<br>Prepared by:<br>Company name |
| <p>Administration is related to company or office. The administration is really needed and also a very important thing in a company.</p> <p>Administration in the entire process of jobs is needed in finishing jobs. Administration pointed to employees or secretary directly. Administration also has a number of functions, they are: planning, organizing, sorting, directing, reporting, estimating, evaluating, and so on.</p> <p>In connection with it, in this chance the writer wants to give a little illustration of activities related to administration in BKD Walikota Depok.</p>   | <b>Executive summary or abstract</b>                        |
| <p>The implementation of job training has been held in 1st October until 25th November 2021. And the working time is from at 07.00 a.m – 16.00 p.m, except on Friday (07.00 a.m – 13.00 p.m). it's been held in BKD Walikota Depok, Jl. Margonda Raya No. 54 Depok.</p>  | <b>Introduction</b>   |
| <p>The proponent factors of on job training are:</p> <ol style="list-style-type: none"><li>1. Motivation and support from all people</li><li>2. Good corporation between the staffs in BKD Walikota Depok and the student who having the job training</li><li>3. Good responses if the students can do a good archiving letters from CEO and staffs</li><li>4. There is no discrimination between CEO, staffs and the students</li><li>5. The material and equipment's are well available</li></ol> <p>The inhibiting factor of on the job training are:</p> <ol style="list-style-type: none"><li>1. Sometimes the students are bored because the job for each client's job was too long</li><li>2. The student is very monotonous if the deadline is still long</li><li>3. The leader is too busy so he can't give guidance directly</li></ol> | <b>Body</b>   |
| <p>The conclusion that the writer can take from this report are:<br/>The students could get a lot of new experience from the business world beside the knowledge from school.<br/>By following on the job training, the students could increase the discipline in everything.<br/>This final task report could train the responsibilities of students.</p>   | <b>Conclusion</b>   |
| Dasar-Dasar Pengetahuan Tentang Manajemen Perkantoran, Sedarmayanti - Mandar Maju, 2012  | <b>Bibliography</b>   |



## C. Closing Section

### 1. Summary

**A writing report** is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analyzed and applied to a particular problem or issue. The following is a template you can use when formatting a work report: **Project Name | Abstract | Introduction | Body | Recommendation | Conclusion | Bibliography**

### 2. Reflection

Please write your reflective summary below!

Write a report about accident that happened in your “Industry Job Practice”!

.....  
.....  
.....

### 3. References

Brown, H. Douglas. 2004. *Language Assessment: Principles and Classroom Practices*. USA: New York, Pearson Education.

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Murray, D. M. *Write to Learn*. New York: Holt, Rinehart, and Winston. 1987.

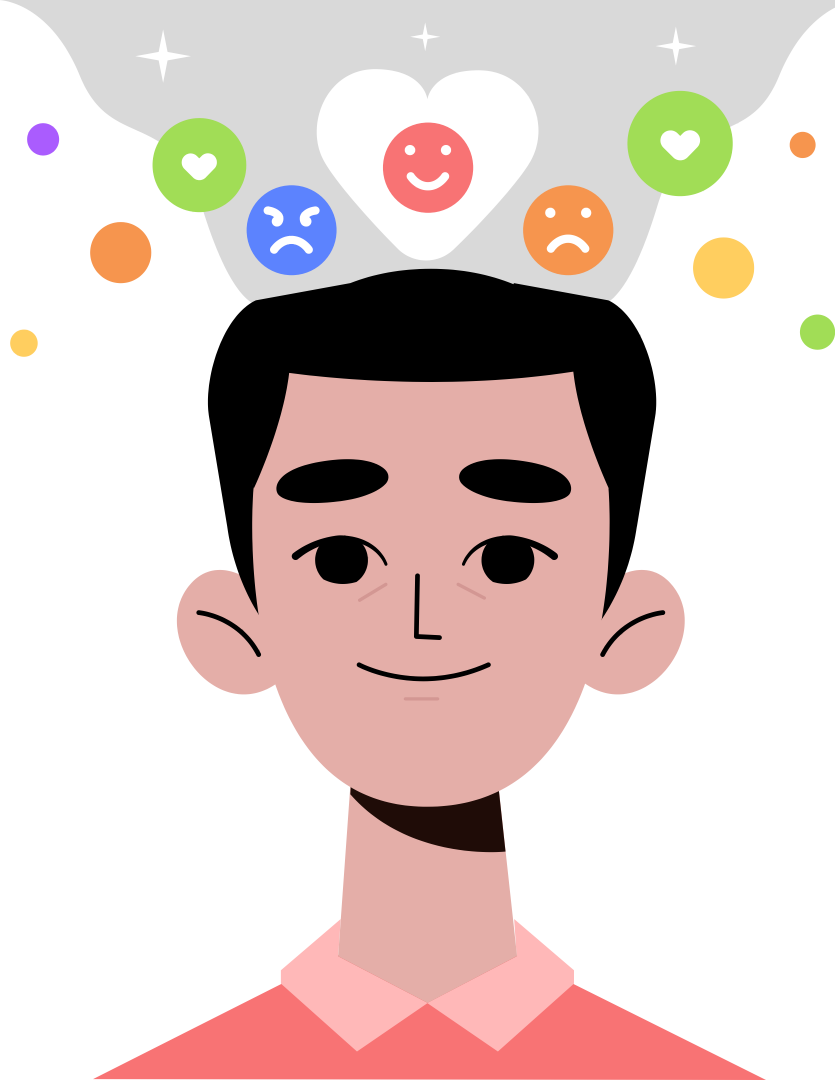
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Wishom, G.E., and Burk, J.M. 1990. *Let’s Write English*. Litton Educational Publishing Inc.

Yih, Mah Boon. 2011. *A Visual and Structured Pre-writing Strategy in the Process of Essay Writing*. Malaysia: Academy of Language Studies Universiti Teknologi MARA (UiTM) Cawangan Pulau Pinang.





# Writing Report

Ms. F. Farhana, M.Pd

## Learning Outcome:

# Analyze

# Written

Social functions, text structure and linguistic elements of transactional interaction texts that involve the act of giving and asking for information related to writing simple reports.

The benefit you study this material:

- Notify/explaining the responsibility of the task and observation activities
- A source of information
- Notify/expains the basis of writing wisdom decisions/solving
- Know the progress and development of a problem
- Hold oversight and improvement
- Found new technique for skill your faculty.



## Learning Materials:

# Report Text

# Writing Report

# Report Presentation



# TEKNIK PENILAIAN

## A. Penilaian Sikap

| No | Nama Peserta Didik | Aspek Perilaku Yang Dinilai |    |    |    | Jumlah Skor | Skor Sikap | Predikat |
|----|--------------------|-----------------------------|----|----|----|-------------|------------|----------|
|    |                    | TJ                          | DS | PD | SP |             |            |          |
| 1  |                    | 80                          | 85 | 82 | 85 | 332         | 83         |          |
| 2  |                    |                             |    |    |    |             |            |          |
| 3  |                    |                             |    |    |    |             |            |          |
| 4  |                    |                             |    |    |    |             |            |          |
| 5  |                    |                             |    |    |    |             |            |          |

## B. Penilaian Pengetahuan

| Tes Tertulis  |                  |               |
|---------------|------------------|---------------|
| Pilihan Ganda |                  |               |
| Jumlah Soal   | Skor Setiap Soal | Skor Maksimal |
| 10            | 10               | 10x10 = 100   |

## C. Penilaian Keterampilan

| Nomor | Kriteria    |
|-------|-------------|
| 1     | Organisasi  |
| 2     | Konten      |
| 3     | Tata Bahasa |
| 4     | Mekanik     |
| 5     | Kosakata    |

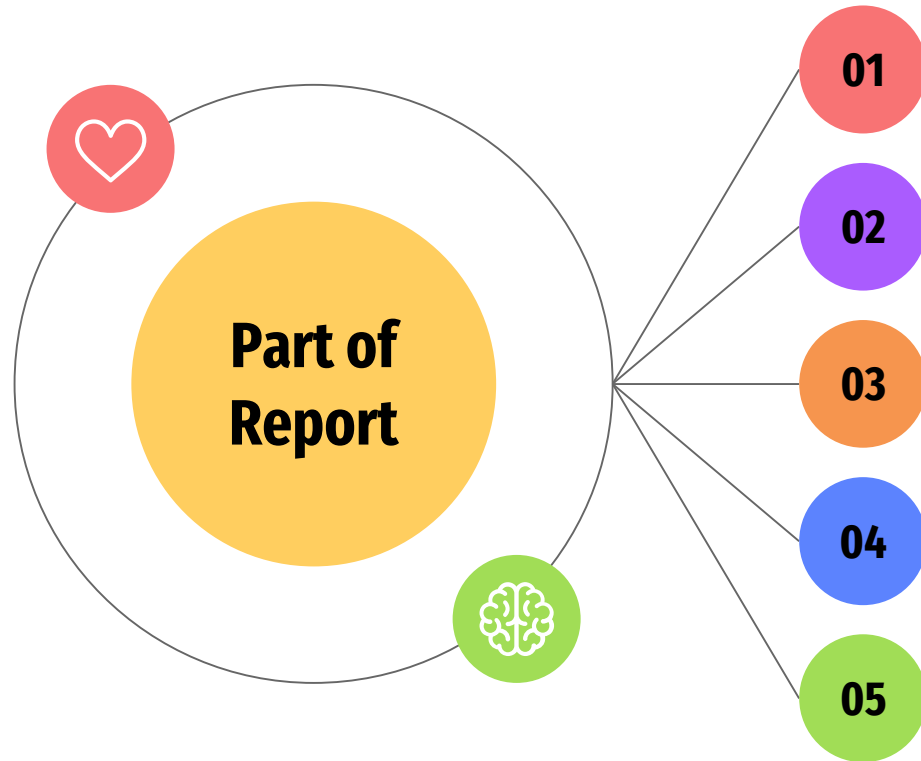
**Please watch the video and analyse the content!**

## Definition Writing Report



Report represents the responsibility in the form of article. What reported is fact about all activity aspect of during “**Industry Job Practice**”. Before a student executes the “Industry Job Practice”, students ought to make the outline.

Outline, which have been made have to be formulated to become some chapters.



## Antecedent

In usually, antecedent is first chapter at a report, the contents are: formulation of about report target | problem formulation to be formulated in report | scope of report

## Content of the Report

Content of report is presented systematically.

## Resume or conclusion

Resume represents the summary of report content. Resume or conclusion represents the report kernel.

## Enclosures

Enclosures is data complement, good for clarifying report content. Report writer mentions; see the enclosure I, see the enclosure II, etc. (Map/a Location, Schema, Letters, Pictures, Statistical Data)

## Bibliography

Bibliography is a report which is compiled that is pursuant to fact. But, sometimes we find the data and fact coming from a lot of book or other publication

**Commonly, report may require different format.  
Here are commonly used headings for reports, as follow.**

|                           |  |
|---------------------------|--|
| <b>Title Page</b>         | This should briefly but explicitly describe the purpose of the report. Other details you may include could be your name, the date and for whom the report is written.  |
| <b>Terms of Reference</b> | Under this heading you could include a brief explanation of who will read the report ( <b>audience</b> ) why it was written ( <b>purpose</b> ) and how it was written ( <b>methods</b> ).  |
| <b>Summary (Abstract)</b> | The summary should briefly describe the content of the report. It should cover the aims of the report, what was found and what, if any, action is called for.  |
| <b>Contents</b>           | The contents page should list the different chapters and/or headings together with the page numbers.   |
| <b>Introduction</b>       | The introduction sets the scene for the main body of the report. The aims and objectives of the report should be explained in detail.  |
| <b>Methods</b>            | Information under this heading may include: a list of equipment used; explanations of procedures followed; relevant information on materials used, including sources of materials and details of any necessary preparation; reference to any problems encountered and subsequent changes in procedure. |

**Commonly, report may require different format.  
Here are commonly used headings for reports, as follow.**

|                     |   |
|---------------------|---|
| <b>Results</b>      | This section should include a summary of the results of the investigation or experiment.                          |
| <b>Discussion</b>   | The main body of the report is where you discuss your material.   |
| <b>Conclusion</b>   | In the conclusion you should show the overall significance of what has been covered.                              |
| <b>Appendices</b>   | Under this heading you should include all the supporting information you have used that is not published.         |
| <b>Bibliography</b> | Your bibliography should list, in alphabetical order by author, all published sources referred to in your report. |
| <b>Glossary</b>     | It is useful to provide an alphabetical list of technical terms with a brief, clear description of each term.     |

## Format a Report

|   |                                |  |
|---|--------------------------------|--|
| 1 | Title                          | Title of the report has to represent all parts of report. Besides that, a little has to invite reader interests in order that it makes a reader curious.   |
| 2 | Executive Summary/<br>Abstract | Use this section to note your conclusions or recommendations that will be made in the report. You should also include the most important ideas discussed in the report. If you are writing a daily work report or progress report, you do not need to include this section.  |
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## Format a Report

|   |                |  |
|---|----------------|--|
| 4 | Body (Content) | <p>For the body of your report, you should focus on detailing the information you wish to convey. You can include results, conclusions and findings that were made related to a project. For daily or progress reports, include the accomplishments you have achieved or tasks you have completed.</p> <p>In this section, you should list your recommendations based on the conclusions or results of a project or that will solve a particular issue. For example, you may write "spend one hour training employees on the new handbook each week" as a recommendation. For a daily or progress report, you can list your next goals or tasks in this section.</p> |
| 5 | Conclusion     | <p>This part is consist of the conclusion and suggestion.</p> <ul style="list-style-type: none"><li>a. Conclusion<br/>This part contains the conclusion from the result of the research which has been discussed. Conclusion represents the problems answer opened in introduction.</li><li>a. Suggestion<br/>Suggestions require to be submitted to the reader.</li></ul>   |
| 6 | Bibliography   | <p>Bibliography is book list, magazine and also articles used as a reference to analysis the data and discuss the problem.</p>   |

## Example 1:

The following is an example of a work report you can use as a guide when writing your own report in the workplace:

|  |  |
|--|--|
| <b>Project Design of Animation</b><br>October 5, 2021<br>Prepared by: Sally Smith<br>Atlantis Company  | <b>Project Name</b><br><b>Date</b><br><b>Prepared by:</b><br><b>Company name</b> |
| This report is to provide an update on the Design of Animation project that is due on December 5th. This project will result in the creation of a new employee handbook that will include updated rules and regulations as well as the approved increase of paid-time-off.   | <b>Executive summary or abstract</b>   |
| Summary of work completed:<br>As of this date, I have completed the following for the Design of Animation project: <ul style="list-style-type: none"><li>• Verified all information that will be in the handbook with upper management and HR</li><li>• Drafted a table of contents</li><li>• Formatted layout of handbook</li></ul> | <b>Introduction</b>  |
| Tasks to be accomplished by October 5, 2021: <ul style="list-style-type: none"><li>• Compose five more pages of handbook.</li><li>• Proofread and edit all pages that have been completed up to this date.</li><li>• Have the manager of HR read handbook content to ensure accuracy.</li></ul>                                      | <b>Body</b>  |
| The project design of animation is on track to be completed by the scheduled date. This project currently has no obvious obstacles or issues, but if they should arise they will be promptly addressed.  | <b>Conclusion</b>  |
| <u>Richard Williams</u> , The Animator's Survival Kit  | <b>Bibliography</b>  |

## Example 2:

The following is an example of a work report you can use as a guide when writing your own report in the workplace:

|  |  |
|--|--|
| <b>Handling the Administrative Works in BKD Walikota Depok</b>   | <b>Project Name</b><br><b>Date</b><br><b>Prepared by:</b><br><b>Company name</b> |
| <p>Administration is related to company or office. The administration is really needed and also a very important thing in a company.</p> <p>Administration in the entire process of jobs is needed in finishing jobs. Administration pointed to employees or secretary directly. Administration also has a number of functions, they are: planning, organizing, sorting, directing, reporting, estimating, evaluating, and so on.</p> <p>In connection with it, in this chance the writer wants to give a little illustration of activities related to administration in BKD Walikota Depok.</p> | <b>Executive summary or abstract</b>   |
| <p>The implementation of job training has been held in 1st October until 25th November 2021. And the working time is from at 07.00 a.m – 16.00 p.m, except on Friday (07.00 a.m – 13.00 p.m). it's been held in BKD Walikota Depok, Jl. Margonda Raya No. 54 Depok.</p>  | <b>Introduction</b>  |

## Example 2:

The following is an example of a work report you can use as a guide when writing your own report in the workplace:

|  |                     |
|--|---------------------|
| <p><b>The proponent factors of on job training are:</b></p> <ol style="list-style-type: none"><li>1. Motivation and support from all people</li><li>2. Good corporation between the staffs in BKD Walikota Depok and the student who having the job training</li><li>3. Good responses if the students can do a good archiving letters from CEO and staffs</li><li>4. There is no discrimination between CEO, staffs and the students</li><li>5. The material and equipment's are well available</li></ol> <p><b>The inhibiting factor of on the job training are:</b></p> <ol style="list-style-type: none"><li>1. Sometimes the students are bored because the job for each client's job was too long</li><li>2. The student is very monotonous if the deadline is still long</li><li>3. The leader is too busy so he can't give guidance directly</li></ol> | <b>Body</b>         |
| <p><b>The conclusion that the writer can take from this report are:</b></p> <p>The students could get a lot of new experience from the business world beside the knowledge from school.<br/>By following on the job training, the students could increase the discipline in everything.<br/>This final task report could train the responsibilities of students</p>  | <b>Conclusion</b>   |
| Dasar-Dasar Pengetahuan Tentang Manajemen Perkantoran, Sedamaryanti - Mandar Maju, 2012  | <b>Bibliography</b> |

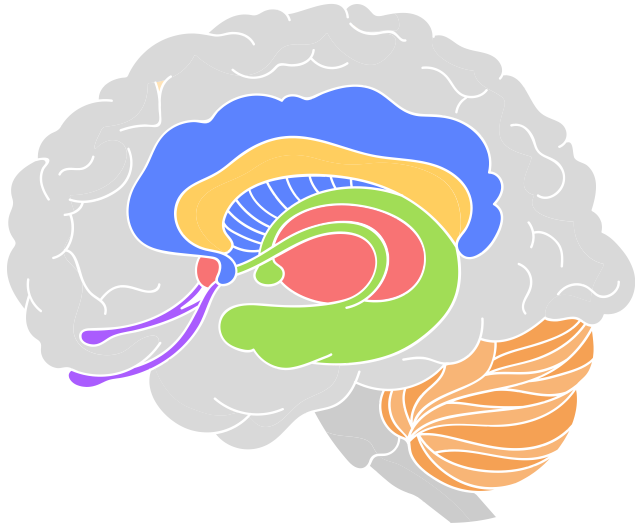
## Summary



A writing report is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analyzed and applied to a particular problem or issue. The following is a template you can use when formatting a work report: **Project Name | Abstract | Introduction | Body | Recommendation | Conclusion | Bibliography**



# Reflection



**Please write your reflective summary below!**

Write a report about accident that happened in your  
“Industry Job Practice”!

.....

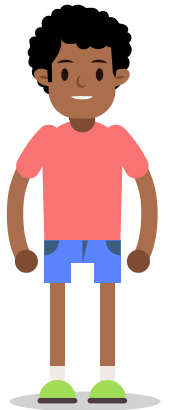
.....

.....

## Task:

**Instruction:** Write your report from “**Practical Work**”. The following is a template you can use when formatting a work report:

|  |  |
|--|--|
|  | Project Name<br>Date<br>Prepared by:<br>Company name |
|  | Executive summary or abstract                        |
|  | Introduction   |
|  | Body   |
|  | Conclusion   |
|  | Bibliography   |





## Exercise

<https://bit.ly/WritingReportQuizizz>

Follow the link in the shape to do exercise about writing report. **For more info, click here**



Ms. F. Farhana, M.Pd

# Thank You

Do something now; your future self will thank you for later.



Lampiran 4:

### LATIHAN KERJA PESERTA DIDIK

Peserta didik **menyusun** penulisan laporan sederhana (*Writing Report*) berdasarkan fungsi sosial, struktur teks, dan unsur kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi yang terjadi di lapangan praktik kerja.

#### Task:

**Instruction:** Write your report from “**Industry Job Practice**”. The following is a template you can use when formatting a work report:

|  |   |
|--|---|
|  | <b>Project Name</b><br>Date<br>Prepared by:<br>Company name |
|  | <b>Executive summary or abstract</b>                        |
|  | <b>Introduction</b>   |
|  | <b>Body</b>   |
|  | <b>Conclusion</b>   |



Lampiran 5:

## EVALUASI PENILAIAN

Choose one of the five choices that you think is the right answer then cross (x) on your chosen answer!

1. What word does NOT describe a report?
  - A. Objective.
  - B. Factual.
  - C. Orderly.
  - D. Persuasive.**
  - E. Purpose.
  
2. If you wanted to find out why sales are down at your company, what type of report would you write?
  - A. an informative report.
  - B. a problem-solving report.**
  - C. an evaluation study.
  - D. a proposal.
  - E. an introduction.
  
3. What do report subtopics do?
  - A. They explain why the report is necessary.
  - B. They give the writer's opinion about the report topic.
  - C. They are the specific areas that the report will investigate**
  - D. They explain who should write the report.
  - E. They describe about the topic.
  
4. Who writes reports?
  - A. Business managers.
  - B. Company owners.
  - C. Department supervisors.
  - D. The writer.**
  - E. All of the above.
  
5. What does orderly mean?
  - A. persuasive.
  - B. carefully prepared.**
  - C. fact-based.
  - D. objective.
  - E. purpose.
  
6. What does a report outline show?
  - A. The purpose of your report.
  - B. The findings of your report.
  - C. The title of your report.
  - D. The order of your report sections.**
  - E. The objective of your report.



7. Executive summary "should be self-explanatory."  
What does this mean?
- A. **The reader should not need to read the other report sections to understand the executive summary.**
  - B. The executive summary should persuade the reader to agree with the report findings.
  - C. The executive summary should be easy to read.
  - D. The reader should not need to read the executive summary.
  - E. The reader should be hard to read.
8. What is a good way to describe the executive summary?
- A. It's a way of organizing report information.
  - B. It's an example of an evaluation study.
  - C. **It's a shorter version of the report.**
  - D. It's a visually interesting way to present report findings.
  - E. It's a way of generic structure report information.
9. What would NOT be included in an executive summary?
- A. **the report title**
  - B. the report findings
  - C. the report topic
  - D. the report recommendations
  - E. the report purpose
10. Why is the executive summary so important?
- A. It shows the writer's skill at gathering and analyzing information.
  - B. It helps give the reader a positive feeling about the report.
  - C. It shows the findings of the report in a persuasive way.
  - D. It explain the write's skill of the report purpose.
  - E. **It may be the only part of the report that many business people will read.**

### Answer Key

- 1. D
- 2. B
- 3. C
- 4. D
- 5. B
- 6. D
- 7. A
- 8. C
- 9. A
- 10. E

