**Helpful Hints for Writing Reports**

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| Organization of Information  Language Used  Writing Mechanics  Relevance | * Present the facts and events in the order they occurred so the story is easier to understand. * Describe events in a way that shows a clear and logical relationship between them. * Use descriptive headings for the sections and subsections to reflect the flow of information. * Use plain English – simple, common, active language. * Make every statement direct and concise. * Avoid abstract phrases that can confuse or mislead the reader. * Do not use a synonym merely to avoid repeating a word. Using the exact word may seem less interesting, but it will avoid misunderstanding. * Avoid sarcastic, emotional, or derogatory language. * Remember that readers do not need to be impressed; they need to be informed and persuaded. * Read the draft report out loud. * Edit, edit, edit! * Check for the proper use of commas, dashes, and other punctuation marks to accurately convey the report’s meaning. * When using a pronoun, be sure the reader can clearly identify who or what it refers to. * Check carefully for errors in spelling, word choice, or grammar, which can distract readers. * Use sentences that are short yet complete (subject, verb, and object). Fragments and long, drawn-out sentences can be confusing and misleading. * Keep paragraphs short. * Leave a space between paragraphs and use standard margins. * Do not crowd too much onto the page. * Include only information the reader needs. |