

Completing Reports and Proposals

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The Three-Step Process

Planning	Writing	Completing
Analyze Situation	Adapt to the Audience	Revise
Gather Information		Produce
Select Medium	Compose the Message	Proofread
Get Organized		Distribute


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Finalizing Formal Reports and Proposals

Revising	Producing
Proofreading	Distributing

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Revising Reports and Proposals



Content


Readability

Organization

Style and Tone

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Producing Reports and Proposals



Design Elements

Report-Writing Tasks

Computer Resources

Audience Expectations

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Components of Formal Reports

Type of Report

Prefatory Parts	Text of the Report	Supplementary Parts
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Audience Needs
Report Length

Type of Company


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The Prefatory Parts

Cover	Letter of Acceptance	List of Illustrations
Title Fly or Title Page	Letter of Transmittal	Synopsis or Abstract
Letter of Authorization	Table of Contents	Executive Summary

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The Text of the Report



Introduction
Body
Closing

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Supplementary Parts



Appendixes
Bibliography
Index

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Components of Formal Proposals

Proposal Cover	Title Fly	Title Page	Table of Contents
List of Illustrations	Request for Proposal	Executive Summary	Letter of Transmittal

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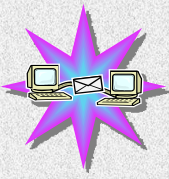

The Text of the Proposal

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Proofreading Reports and Proposals

Inconsistencies		Errors and Omissions		Missing Components	
Spelling	Text Placement	Punctuation	Visual Aids		

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Distribution of Reports and Proposals		
Physical	Electronic	Web-Based
		
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