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basics of reporting,
including critical
thinking, thorough
reporting, excellent
writing and creative
visual communication
skills for stories across
all media.

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Preparing an outline for your report is really important. Any report writing sample can prove that to you. No report is prepared in one night that is ready to submit to the professor (unless you are a report writing expert).

Presenting supporting arguments and evidence to back your claims.

Step 4 – Write the Final

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to become more curious
about the world,
generate provocative
ideas, gather vital
information and ...

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The executive summary or abstract, for a scientific report, is a brief summary of the contents. It's worth writing this last, when you know the key points to draw out. It should be no more than half a page to a page in length.

Remember the executive summary is

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designed to give busy
'executives' a quick
summary of the contents
of the report.

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reports must be concise
and clear in nature and it
requires a lot of
preparation and
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writing different stages
are involved which
include the
understanding and
purpose of the report.
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Before you write a
report, you need to be
clear about who you are

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writing the report for
and why the report has
been commissioned.

Keep the audience in
mind as you write your
report, think about what
they need to know. For
example, the report
could be for: the general
public; academic staff;
senior management; a
customer/client.

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Double-check facts,
figures, names, dates
and spellings.

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can help you catch
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thorough proofreading.
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Hearing the words can
help you catch awkward
language or run-on
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silently. 3

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How to write a report.

Step 1: Decide on the
'Terms of reference'

Step 2: Decide on the
procedure. Step 3: Find
the information. Step 4:
Decide on the structure.

Step 5: Draft the first
part of your report. Step
6: Analyse your findings
and draw conclusions.

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Step 7: Make recommendations. Step 8: Draft the executive summary and table of contents.

10 Steps To Write a
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elaborately on a topic.

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Keep in mind that writing a news report is all about the people you are writing about and the people, the general public, you are writing for—it will never be about a written piece about you as a writer or writing for your

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personal interest. So this means that you should make sure that you have focused on one or more of the affected individuals.

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of beginning writing courses. It is filled with practical and clear examples that don't just tell students how to improve their copy, it shows them."--Roberta Kelly, Washington State University "The authors have done a stellar job presenting up-to-date technology and other changes in media while offering practical and ...

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to using trans-inclusive

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For at least a decade,
media prognosticators

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have been declaring the death of radio, daily newspapers, journalistic ethics, and even

journalism itself. But in
Convergence

Journalism_an
introductory text on how
to think, report, write,
and present news across
platforms_Janet

Kolodzy predicts that
the new century will be
an era of change and

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choice in journalism.
Journalism of the future
will involve all sorts of
media: old and new,
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that is informative,
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interesting, educational,
and most importantly,
compelling. It addresses
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interest in writing news,
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to help them understand
how to write news that
is interesting and
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based on real-world strategies that deal with audience and market characteristics. Students are writing from the very beginning while also getting the ethical and legal grounding necessary to understand the field. This textbook is a complete resource for students learning broadcast news, including how to get a

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