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# Report Writing

FOURTH EDITION

## DEPARTMENT OF EXTERNAL STUDIES

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TRUNGTÂM THÔNG TIN THƯ VIỆN

No. A - DO | 837.

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and recommendations. Introductory summary. Terminal summary. Summaries of evidence. Definitions. Interpretation of data. Summary and simplification. Evaluating the data, Logical inferences. Assignments. Exercises.

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# Preparing the Manuscript: Format

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Importance of appearance. The report binder. The title page. Table of contents. The summary. Introduction. Conclusions and recommendations. The main text. Terminal summary. Appendices. Bibliography and references. Documentation—acknowledging the contributions of others. Footnotes. Endnotes. Compromise method. Paper. Standards for margins and spacing. Page numbering. Submitting the manuscript to the printer. Types of mechanical aids. Tables. Figures. Size of mechanical aids. Placement of mechanical aids.

## Specimen Reports

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- 1. RECOMMENDATION REPORT: The Feasibility of the Use of Radioisotopes to Measure Catalyst Circulation Rates in the Catalytic Cracking Unit of the Sungei Gerong Refinery.
- 2. CONSTRUCTION PROGRESS REPORT: Wilson Lock, Tennessee Valley Authority, Construction Progress.
- 3. MONTHLY REPORT—RESEARCH AND DEVELOPMENT: American Potash & Chemical Corporation.
- 4. ONE-PAGE STATUS REPORT: Department of the Army.
- 5. RECOMMENDATION REPORT: New York Central System.
- 6. INVESTIGATIVE REPORT: U.S. Bureau of Mines.

## The Handbook Section

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1. Abbreviations. 2. Capitalization. 3. Compounding and Hyphenation. 4. Spelling. 5. Preferred Usage (Glossary). 6. The Handling of Numbers. 7. Punctuation. 8. Letter Form.

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