

CHAPTER 15 CONCEPT REVIEW WORKSHEET

Your Name _____

CONSTRUCTING AND PRESENTING REPORTS

1. Identify the three approaches for writing reports.

2. If you feel your reader might be indifferent or negative to the information you are presenting, you may first want to _____ .

3. List seven organization patterns used for reports.

4. What are the parts that you may include in a letter report?

5. What can you use to provide direction as you write a report?

6. The type of formal report that presents facts and findings that result from the writer's investigation is known as the _____ .

7. Identify and define two types of research sources.

8. List three acceptable options for listing sources in a report and state where they appear within the report:

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9. What are the three major sections that make up the body of formal reports?

10. List the three major areas that need to be addressed in the introduction of a report.

11. What document is used to introduce a formal report and gives the reader an overview of the report?

12. A brief summary of an entire report may be referred to in two different ways. Identify both.

13. What section of the report contains examples of supporting materials?

14. What section of the report lists all the works used in preparing the report, and where is it placed within the report?

15. A document that is created and submitted specifically for a request attempting to convince someone to do something is known as a _____ and is referred to as an _____.

16. List the basic parts of a proposal.

17. A picture or a graphic used in a report is referred to as a _____.

18. What are three types of visuals that will enhance a report?
