



# **Writing A Report**

**How to prepare, write and present  
effective reports**

# Preparing Effective Reports

**John Bowden**



## **Preparing Effective Reports:**

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*Writing a Report* John Bowden, 2004 John Bowden offers a comprehensive and practical guide to report writing Among the topics featured are preparation and planning collecting and handling information style grammar and writing and revising a report

**CONTENTS** Part 1 The practical side of report writing preparation and planning collecting and handling information writing and revising your report Part 2 The creative side of report writing a style guide to good report writing improving the presentation of your report Part 3 Some common types of report

About the author John Bowden studied at the London School of Economics He has enjoyed success both as a professional manager in industry and as a senior lecturer and has written several books on communication

*Effective Aid, Better Health Report prepared for the Accra High Level Forum on aid effectiveness 2-4 September 2008* OECD, World Health Organization, The World Bank, 2008-11-13 This report draws a range of new analyses and case studies carried out in preparation for the Accra High Level Forum held in September 2008

**Guide to Good Practice in Technical Report Preparation** Waterways Experiment Station (U.S.), 1956

Reference and reporting guide for preparing state and institutional reports on the quality of teacher preparation : Title II, Higher Education Act. ,

**The Preparation of Engineering Reports for the Tennessee Valley Authority** George Edmund Tomlinson, 1952

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