



How to Write Reports and Proposals

Janis Fisher Chan, Diane Lutovich

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When you finish this book, you'll be able to:

- * Get started by evaluating readers; clarifying the readers' most important question; and identifying report sections
- * Determine what information to include in each report section and organize it logically
- * Use lists, charts, graphs and visuals to communicate information efficiently
- * Write useful headings and subheadings that give readers a "road map" through the document
- * Write effective introductions and report summaries
- * Use concise, precise, active, accurate language that communicates clearly to specific readers

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