

# SAINT MICHAEL'S COLLEGE OF LAGUNA

## ENGLISH FOR ACADEMIC AND PROFESSIONAL PURPOSE LEARNING PACKET #6

### Coverage:

- Nature and Structure of a Report
- Qualitative Reports
- Quantitative Reports

### What to Expect:

To do well, in this learning packet, you are expected to accomplish the following:

1. understand the format, language and features of a report
2. classify the different kinds of reports according to formats, length, scope, among others
3. edit and revise structure, form, and style
4. write a sample report
5. observe the APA version 7 for documentation

Are you wondering how to write a report? **Unlike an essay**, which sets out to defend a writer's view about a topic and does not have to feature headings, a report discusses a topic in a structured, easy-to-follow format. It is very important to ensure that you are addressing all sides of the issue and presenting it in a manner that is easy for your audience to understand.

A report is a systematic, well-organized presentation of an issue, a problem, or an incident. They can be informative, investigative, and recommendatory.

- Report writing should be always complete and self-explanatory.
- It should give complete information to the readers in a precise manner.

Reports can be **academic, technical, or business-oriented**, and feature recommendations for specific actions.

Reports are written to present facts about **a situation, project, or process** and will define and analyze the issue at hand. Is it a real issue, with genuine controversy and uncertainty?

The **goal** of a report is **to relay observations and findings** to a specific audience in a clear and concise style.

### General Types of Report Writing:

1. **Academic Writing:** The first thing to note is that academic writing is extremely formal. This paper attempts to prove something.
2. **Business Writing:** Business writing will also take on a formal tone. However, it can be slightly less buttoned up. The goal in a business report is to present new initiatives and "get things done."
3. **Technical Writing:** A technical report focuses on how to do something; it is more descriptive in nature.

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## **Table of Contents Health Academic Learning Packet Answers 7**

1. Understanding the eBook Health Academic Learning Packet Answers 7
  - The Rise of Digital Reading Health Academic Learning Packet Answers 7
  - Advantages of eBooks Over Traditional Books
2. Identifying Health Academic Learning Packet Answers 7
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Health Academic Learning Packet Answers 7
  - User-Friendly Interface
4. Exploring eBook Recommendations from Health Academic Learning Packet Answers 7
  - Personalized Recommendations
  - Health Academic Learning Packet Answers 7 User Reviews and Ratings
  - Health Academic Learning Packet Answers 7 and Bestseller Lists
5. Accessing Health Academic Learning Packet Answers 7 Free and Paid eBooks
  - Health Academic Learning Packet Answers 7 Public Domain eBooks

- Health Academic Learning Packet Answers 7 eBook Subscription Services
- Health Academic Learning Packet Answers 7 Budget-Friendly Options
- 6. Navigating Health Academic Learning Packet Answers 7 eBook Formats
  - ePub, PDF, MOBI, and More
  - Health Academic Learning Packet Answers 7 Compatibility with Devices
  - Health Academic Learning Packet Answers 7 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Health Academic Learning Packet Answers 7
  - Highlighting and Note-Taking Health Academic Learning Packet Answers 7
  - Interactive Elements Health Academic Learning Packet Answers 7
- 8. Staying Engaged with Health Academic Learning Packet Answers 7
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Health Academic Learning Packet Answers 7
- 9. Balancing eBooks and Physical Books Health Academic Learning Packet Answers 7
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Health Academic Learning Packet Answers 7
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Health Academic Learning Packet Answers 7
  - Setting Reading Goals Health Academic Learning Packet Answers 7
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Health Academic Learning Packet Answers 7
  - Fact-Checking eBook Content of Health Academic Learning Packet Answers 7
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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