

# 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.

# Health Academic Learning Packet Answers 7

**PT Brinkman**



**Health Academic Learning Packet Answers 7:**

## Decoding **Health Academic Learning Packet Answers 7**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Health Academic Learning Packet Answers 7**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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1 believe it or not tomatoes aren't always red they can be yellow pink purple black and even white 2 found at Walt Disney World Resort Florida USA the largest single tomato plant in the world covers an area of 56 73 metres sq that's bigger than an Olympic size swimming pool 3 it's thought that tomatoes originally came from Peru 4

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tomatoes are the fruit of the tomato plant they originated in the South American Andes around the area of modern-day Peru and was first used as a food by the Aztecs in southern Mexico because the tomato has seeds and grows from a flowering plant botanically it is classed as a fruit not a vegetable

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