

RON S. BLICK & LISA A. MORETTO

Writing Reports to Get Results

THE PYRAMID METHOD



**Quick,
Effective
Results Using
the Pyramid Method**

WRITING REPORTS TO GET RESULTS BOOK

Writing Reports To Get Results Quick Effective Results Using The Pyramid Method

Scott L. Montgomery



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Writing Reports to Get Results Ron S. Blicq, Lisa A. Moretto, 2004-04-05 The professional's quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team

Writing Reports to Get Results Ronald Stanley Blicq, 2015 The professional's quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length

Writing Reports to Get Results Lisa A. Moretto, 2004 *Writing Reports to Get Results* Ron S. Blicq, Lisa A. Moretto, 1994-08-15 This new edition of a quick and easy to read reference guide helps professionals and students learn to write effective reports The popular Pyramid Method of writing is introduced to show readers how to structure and organize their documents to create a clear and concrete writing style Updates to the third edition include new examples new report samples and a more thorough description of the writing process An expanded documentation section now includes references to both APA and MLA formats The report section has been expanded to include a new report type the Project Completion Report Professionals who need to document projects and ideas efficiently and effectively will learn techniques to help them organize their thoughts into coherent well structured reports This book speaks the language of the technical professional and will be of particular use to engineers technicians project managers consultants architects and managers in fields ranging from construction to telecommunications and financial services Sponsored by IEEE Professional Communications Society

Communicating Professionally Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 The new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media

The Chicago Guide to Communicating Science Scott L. Montgomery, 2017-02-21

Enhanced with approximately 100 additional pages this second edition is a testament to the success of the first one. Choice For more than a decade The Chicago Guide to Communicating Science has been the go to reference for anyone who needs to write or speak about their research. Whether it's a student writing a thesis, a faculty member composing a grant proposal or a public information officer crafting a press release, Scott Montgomery's advice is perfectly adaptable to any scientific writer's needs. This new edition has been thoroughly revised to address crucial issues in the changing landscape of scientific communication with an increased focus on those writers working in corporate settings, government and nonprofit organizations as well as academia. Half a dozen new chapters tackle the evolving needs and paths of scientific writers. These sections address plagiarism and fraud, writing graduate theses, translating scientific material, communicating science to the public and the increasing globalization of research. Through solid examples and concrete advice, Montgomery helps scientists develop their own voice and become stronger communicators. He also addresses the roles of media and the public in scientific attitudes and offers advice for those whose research concerns controversial issues such as climate change or emerging viruses. Today communicators must move seamlessly among platforms and styles. The Chicago Guide to Communicating Science helps scientists and researchers expertly connect with their audiences no matter the medium.

English for Executive Administrative Assistant Nina Inayati, Puji Sumarsono, 2020-06-24. English for Executive Administrative Assistant (EAA) is written to fulfill students' need to learn English for specific purposes, especially those who plan to work as a professional administrative staff. The need for increased English language skills for personnel of professional administration is an urgent matter as the era of globalization has penetrated into various sectors: economics, culture, science, and so on. Therefore, professional administrative personnel are required to have competence in English and professional attitude to be able to fulfill the needs of the institution or company they represent. This book consists of five units which are developed from the decree of the English Language Consortium at the Directorate of Course Development and Institution Directorate General of Non-Formal and Informal Education, Ministry of National Education. National Work Competency Standards (SKKNI) year 2009. The first three units are organized into specific language skills: Reading, Writing, and Speaking, containing various activities designed to train and improve students' English proficiency related to the targeted administrative skills. Unit I covers negotiation skills with the focus on the discussion practices and useful expressions relevant to conducting effective negotiation in English language. Unit II covers presentation skills with key elements of how to make effective presentation in English language discussed and practiced. Next, Unit III covers Public Relations with various elements of administrative tasks with close relations to public relations issues discussed and practiced, which are then followed by practices to perform administrative tasks using effective English language. To be more specific, Unit IV covers intermediate communication strategies including various English expressions indicating hesitation, reflection, formal and informal requests, offers, intentions, acceptance, and refusal. Finally, Unit V covers summaries and reports with a range of tips to write good reports in

English followed by examples and practices The writing tasks in Unit IV and V are mostly presented in the form of guided writing which provides students with the language expressions they need to complete the relevant administrative tasks In addition to reading and writing exercises it also presents speaking which explains about a concept which is then followed by speaking practices

Letting Go of the Words Janice (Ginny) Redish, 2007-06-22 Redish has done her homework and created a thorough overview of the issues in writing for the Web Ironically I must recommend that you read her every word so that you can find out why your customers won't read very many words on your website and what to do about it Jakob Nielsen Principal Nielsen Norman Group There are at least twelve billion web pages out there Twelve billion voices talking but saying mostly nothing If just 1% of those pages followed Ginny's practical clear advice the world would be a better place Fortunately you can follow her advice for 100% of your own site's pages so pick up a copy of *Letting Go of the Words* and start communicating effectively today Lou Rosenfeld co author Information Architecture for the World Wide Web On the web whether on the job or at home we usually want to grab information and use it quickly We go to the web to get answers to questions or to complete tasks to gather information reading only what we need We are all too busy to read much on the web This book helps you write successfully for web users It offers strategy process and tactics for creating or revising content for the web It helps you plan organize write design and test web content that will make web users come back again and again to your site Learn how to create usable and useful content for the web from the master Ginny Redish Ginny has taught and mentored hundreds of writers information designers and content owners in the principles and secrets of creating web information that is easy to scan easy to read and easy to use This practical informative book will help anyone creating web content do it better Features Clearly explained guidelines with full color illustrations and examples from actual web sites throughout the book Written in easy to read style with many before and after examples Specific guidelines for web based press releases legal notices and other documents Tips on making web content accessible for people with special needs Janice Ginny Redish has been helping clients and colleagues communicate clearly for more than 20 years For the past ten years her focus has been helping people create usable and useful web sites She is co author of two classic books on usability *A Practical Guide to Usability Testing* with Joseph Dumas and *User and Task Analysis for Interface Design* with JoAnn Hackos and is the recipient of many awards Clearly explained guidelines with full color illustrations and examples from actual web sites throughout the book Written in easy to read style with many before and after examples Specific guidelines for web based press releases legal notices and other documents Tips on making web content accessible for people with special needs

The Essence of Technical Communication for Engineers Herbert Hirsch, 2000-05-15 Today's engineers are inundated with strict formalism rigid procedures and complex processes none of which can be found in this book Learn the art tricks and methods needed to become a great communicator with this light hearted text brimming with plenty of humor and real world examples This handy reference is written for technologists who require a simple concise and practical guide to the communication

dynamics of writing presentation delivery and meeting interaction The context of these elements are presented using a proven scripting mechanism to capture three fundamental principles Connection getting attention to the subject matter Flow maintaining the connection while proceeding smoothly from topic to topic Reinforcement providing the substantiation for the points made in the flow The Essence of Technical Communication for Engineers describes how these principles may be applied to each element of communication An important focus is given to attitude during the essential planning and execution steps of a project which enables the successful completion of the event whether written oral formal or casual This book may be used to accompany a technical communication course at the college or graduate level It is a methodical motivational companion that gives technologists the tools to enjoy writing For a look at the Table of Contents and the Introduction go to www.ieee.org/organizations/pubs/press/Hirschintro.pdf For a look at Chapter 1 The Written Document Prose and Panic go to www.ieee.org/organizations/pubs/press/Hirschch01.pdf Sponsored by IEEE Professional Communications Society *The Cumulative Book Index*, 1996 A world list of books in the English language **Stuff You Don't Learn in Engineering School** Carl Selinger, 2004-11-03 Book Review *Forthcoming Books* Rose Arny, 1997-12 **The British National Bibliography** Arthur James Wells, 2003 [American Book Publishing Record](#), 2002 **Subject Guide to Children's Books in Print 1997** Bowker Editorial Staff, R R Bowker Publishing, 1996-09 **Writing Reports to Get Results** Ron Blicq, IEEE Professional Communication Society, 1987 The professional's quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team **Books in Print Supplement**, 2002 *Subject Guide to Books in Print*, 1991 *Novaia otechestvennaia literatura po obshchestvennym naukam*, 1997 [Writing Short Business Reports](#) Norma Carr-Ruffino, 1980

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