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Pattern of newspaper report writing

A daily report is typically a document prepared by employees to submit to their supervisors. A standard report contains details about how they spent their working day, including any achievements or challenges they encountered. If a particular project is in progress, the daily report serves the purpose of updating the boss on the status of the project. Often, the report also outlines plans for the next working day. A daily report updates a team leader or manager about an ongoing project. It should provide an overview that describes the tasks and progress of each member. This saves the time of a daily meeting, but still allows the project to stay on track and keeps the manager well informed. Reports are often more economical than a daily conversation. It is also an effective way to find out which tasks have been completed so that the project manager can distribute new tasks judiciously. Daily reports can also be used when the time comes for employee assessments. A manager can look back on a series of reports to determine the speed and efficiency of the work that had been completed during a large project. Because this type of report is written every day, it is typically short and concise, and refers only to the activities and achievements of the specific working period. Details about the completed tasks Any resources that were used How much time was spent on each task What was accomplished that day Any problems that arose that day This example of a daily report details the work on a team project that involves the creation of a new employee training program for first aid and CPR. Report for March 27, 2018 Certain space available for training program. I made calls to three different first aid and CPR instructors. Waiting for prices. I made a list of possible training dates based on the company's calendar. It divided employees into six groups of 15 each for training purposes. Training for everyone can be very expensive. I'll know more when I get prices. The alternative idea is to assign a smaller group to learn these procedures. If this becomes necessary, I suggest that five people on each floor of the building receive the training. Safe Pricing Determine how many people are budgeted to receive the Training Defined Training Dates This is a very short project, and the task will likely take only three to five days to complete. However, this concise report keeps the manager up-to-date on the progress of a new program at a company. Less than 10 pages long, a short report provides readers with clear and concise information. Written in a small report is primarily intended for internal use in a company. You can use a small report to describe a business plan or proposal, strategic plan, marketing plan, or financial plan. Although content and terminology vary from report to report, the basic structure is the same: table of contents, introduction, discussion, discussion, recommendations and appendices. Meet with your supervisor or customer to determine what issues should be addressed in the report and ask them for any background documents or other support material. Schedule interviews or meetings with the appropriate people in your office. Use the Internet for additional information for your report. Create a table of contents before writing the report. View the actual report and organize the information sequentially. The table of contents streamlines the writing process and provides a step-by-step template for the report. Write the introduction. Usually a paragraph long, the introduction establishes the objectives and key issues of the report. Although the introduction contains background information, it does not summarize the rest of the report. Provide details about the search method used and how the information was collected in the discussion section of the report. Organize your information using the appropriate titles and submissions. This section is the longest and most complex part of the report and contains the data that leads to its conclusions and recommendations. Present at least two alternative solutions to the issue or problem and discuss the merits and weaknesses of each. Whenever possible, use facts and numbers collected during your search. Summarizing the findings in the completion section. Remind the reader of the main objectives of the report and the main merits and weaknesses of the possible solutions. Make way for the recommendations. Want your solution and provide the reasons for your choice in the recommendations section. If you provide short- and long-term recommendations, clearly state all the implications. Include any charts, tables, or research materials detailed in the Appendices section of the report. Media reports get your ideas and products in front of customers, which increases brand awareness and drives sales, but they only work if you can capture reader interest earlier. Convincing your reader to continue reading is your primary goal when writing a media report. By applying the proper techniques, you can pick up your readers from the headline and keep your interest. Compose the headline of the media report. The headline is your hook to catch the reader - use vivid language and verbs. Convey the basic idea of history in a line; use two lines only if absolutely necessary. You may find headline writing easier after you finish your media report. Lead the first paragraph with answers to questions who, what, when, where, and why. Be brief and give the most relevant details. Numbers should not only be listed, but woven into the text legibly. Give the facts in a precise but fun way. Follow the inverted pyramid style in the remaining paragraphs of your media report. Inverted pyramid style gives details in on order of importance. Start with the most important and newest information. Continue with the remaining details, ending with the oldest and least important. Include as much information as you need, but no more. Review your copy. Follow the style guide used by your media. Check for spelling and grammar errors, even if your word processing program has an error checker built in. A useful technique in the review is to read your media report backwards. This technique makes the errors stand out. Check dates, times, addresses, and name spelling. Time around the world picture by Nicemonkey de Fotolia.com check with your means of communication on deadlines and meet your deadline. Make sure your report is published or broadcast in a timely manner, so that your reader can track story details, such as attending an event. Tips Keep your focus on the main point of your media report as you write. All details should add or clarify this point. Action words generate excitement - use them to get and maintain your reader's interest. Keep your writing concise. Avoid clichés, slang and jargon. Your goal is to be understood. Warnings As in any form of writing, do not plagiarize the work of another writer. Make your original media report to avoid legal problems. Keep in mind the legal implications of your media report. Familiarize yourself with defamation laws. Let's talk about what makes a good weekly report for a manager. Let's look at a typical bad report of a new inexperienced manager, then contrast it with a good report. This will set the stage to introduce you to some important conceptual building blocks of the world of management: projects, metrics and edwardian appropriation. At Relationship Hero, we pride ourselves on training managers to write good weekly reports. If you've never been a manager before or never written a weekly report to your boss, I hope this explanation is a useful resource. A Bad WeeklyLet report begins by dipping into an example report of a new manager who is used to being an individual contributor. They usually email me something like this:* I wrote 17 pages of information allocated materials and emailed the appropriate people* I called all our suppliers and buyers to talk about next month's orders* I organized the company's bookshelf by color jacket What does this report tell me? He lists his tasks, which only indicate how they spent their time. If the tasks seem easy, maybe I think they're being lazy at work. If the tasks seem difficult, maybe I think they are a highly motivated worker who is putting in 16-hour days. But guess what? That's not What matters is the results they are getting. Is organizing the company bookcase a high-priority task? If not, then I'd prefer them to work four hours a week and do something that matters, instead of a 100-hour week organizing the bookcase. So its your you're focusing on the wrong things here. A good weekly reportHere is how this manager should have written his report for this very week:Creating an Instruction Manual72% of all sections are now written (was 60% last week). I wrote 17 pages this week. Completion date: Still on March 3Reinacndo Office WallsStalled this week due to an unexpected blizzard dateCompletion: March 15 (was March 11)Reorganization of warehouseTos supplier and buyer data are now recorded in our spreadsheet (task 3 of 5)Completion date: Still on March 20Believe or not, this report is exactly the same week as the bad report. But clearly there are big differences. First, the good report is organized by company projects such as Creating an Instruction Manual, not by the individual tasks of the contributor, as he wrote 17 pages. In fact, wrote 17 pages is the least important thing in this entire report, just a small note at the end of a section. The bad report made it seem like such important information to share, but in the good report it could even be fully withdrawn. Second, the good report is about the status and progress of each project. For the project Creating an Instruction Manual, its status is that its completion deadline is not slipping; is still on track on March 3. Your progress is that it is 72% complete, up from 60%. Status is a claim you are making about your ability to deliver the final outcome of the project at any given time, and progress is evidence in support of that claim. Seeing progress makes me more convinced that you will meet the completion date you are promising. Note that while both status and progress are important, status is more important than progress. Hypothetically, if you were saying that the completion date is holding firm on March 3, but your progress was only 60% to 61% this week, I think you should be planning to kick things in a higher gear soon, like pulling an entire night on March 2. While you deliver the project in an acceptable state on March 3, fine for me, I just appreciate knowing the progress so far or missing it. Okay, you learned that a good report is organized by projects, and tracks the status and progress of each project. Now you can see why the first report is bad. For example: I wrote 17 pages of informative materials and emailed the appropriate people to process the meaning of wrote 17 pages this week, I would have to know how many pages you had already written before this week, and how many you still have to go. Do I know this stuff from the top of my head? No, and I don't want to know, because I'm not the one who's the project. I just want to know the status and progress of the project. See also the Reppinting Office Walls project, where nothing happened this week. It's still one. A. that I asked you to manage. It was never even mentioned in the bad report, and this is a common mistake that new managers make, which makes me feel like they are abandoning projects. You might think that if no progress has been made on a project this week, then there is nothing to report. But without seeing the project and its status written in its report, I will worry that it is still on track to be done by the March 11 deadline. In our example, the manager realized (hopefully) that the completion date for repainting Office Walls would likely end up being later than March 11 due to a lack of unplanned progress, but his poor report did not provide any visibility into the project. Tada! By the way, have you noticed that the good report contains nothing about the organization of the bookcase? What is that?... It's because I never assigned them to manage a project related to our bookshelf. If the bookshelf organization was somehow related to the Reppinting Office Walls project, as if we were trying to make our walls match the colors of our books, then you should report that the Reppinting Office Walls project made some progress towards completion this week. Otherwise, not all tasks that you do need to appear in the report. If you report every task you do, then you're just focusing on how busy you are, but not how productive you are in the big picture. Knowing your projectsWithout your projects is critical to organizing your weekly reports, as well as to really prioritize and do your tasks. In the bad report, I can see from your reported list of tasks that you have taken actions to help with various projects. But as a manager, you need to fundamentally change your thinking to be about projects rather than tasks. The corporate matrix has just been revealed to you Before you do any tasks, you should be clear about which project you are managing, and what definition of success for the project. If you don't know the answer, then you should talk to your boss, and maybe you'll learn that there's no answer yet! Then you will need to work with your boss to define your project. Defining projects is actually an important part of being a manager. Once you know which projects you're managing, consider how your tasks relate to your projects. For example, let's say you're a Relationship Hero manager, and one task you want to report is to record an example of answering a new customer's phone call. Why did you do this job?... Because it helps train our relationship coaches to do their job. Okay, but what I'm really asking is, what project did you do this for?... You did this for the Telephone Operations Training project, which is a of a larger project we call Operational Skills & Maintenance.So in your report, instead of writing an action you took an example of answering a new customer's call, you'll first want to identify which project you're reporting (Phone Operations Training) and its status and progress. After that, of course, you can potentially mention the actions you've taken if you think it's valuable to do so. Know your metrics What does it mean to inform about the progress of a project? Here is an example of good report progress:Create an Instruction Manual72% of all sections are now written (were 60% last week). I wrote 17 pages this week. Presumably, when the Project Creating an Instruction Manual first came up, you and your boss agreed that the percentage of written sections is a good measure of progress for this particular project. (Note that if there are other important parts for this project, such as if you are also responsible for having each section reviewed with the engineering department, then your project metric should reflect the progress of these other parts as well; it should not be just percentage of written sections.) Another example: Reorganization of WarehouseTos data from vendors and buyers is now registered in our worksheet (task 3 of 5)For the Warehouse Reorganization project, you originally sat down with your boss and wrote a list of five tasks that must be done to make the project complete. Now, in your weekly reports, your metric for the project may simply be the number of those tasks that have been performed. Different projects have different measures of progress, known as metrics. Defining the metrics of a project is part of the definition of the project itself, which, once again, is an important part of being a manager. Think of NASA Mission Control: Tracking the metrics of a projectThese people in the picture are holding their breath during a rocket launch, hoping it will reach its destination successfully, because there is always a great risk that is may go off course or explode. That's how your boss feels when you're managing a project. The boss knows that the project has its own guidance system on board (you're managing), but they're still holding their breath and hoping the project doesn't disapprove of the schedule or create other headaches. Looking at the image above, we know that current at NASA decided that the largest TV screen in mission control should show a map of earth with a bunch of curved green lines on it. Undoubtedly, this view is highly informative to Mission Control about the current status and progress of the rocket. The metrics of a project are like the TV screen that your boss (and you) are watching in mission Control.In our good sample report, you can see how the metrics of each project can be reported with plain text. But there are a lot of different metrics, it becomes difficult to digest them all in plain text. That's why managers often report their metrics using charts and other These metric dashboards are like mission control.Take Ownership monitorsThe bad report was written by an employee who considered their actions as their accomplishments. This is characteristic of an individual taxpayer, not a manager. The difference between an individual employee and a manager is that the individual achievements of the taxpayer are the tasks they perform, while the manager's achievements are the projects they have and their metrics. Taking ownership means putting yourself in a position to take credit for the successes of a project, and also be held accountable for its failures. It means that the dollar stops with you and cannot be passed up/down/sideways. The author of the bad report, of course, is not responsible for the effect that the actions of his week had on the projects and metrics of success of the company. They're passing the money to their manager. Your projectWhen you appropriate a project, it means that you are your own mission control, constantly monitoring the status of your project and making all the necessary adjustments. Occasionally, you will propagate an alert to the chain that a deadline will be missed or help is needed, but otherwise your boss doesn't have to worry about your project because they know you own it. So back to your weekly report. Now that we explain all the relevant principles, it comes down to just a few simple steps:List all the projects you own If you don't know what they are, you need to clarify that as soon as possible to make sure that your actions will not be wasted. Enter the status and progress of each project If your progress metrics are too numerous or too complicated to digest in plain text, then do some kind of dashboard view. By the way, this advice is not just for basic level managers. All of the company's senior managers, directors and executives are working on the same basic principles described here —the only difference is the scope of their projects. When you take ownership of larger projects, you'll get a promotion. Join Hacker Noon Create your free account to unlock your personalized reading experience. Experience.