

## Short Reports

- Direct Order
- More personal writing style (first person is ok)
- Little need for introductory information
- Concern day to day problems, have a short life, intended for only a few readers
- Routine Operational Report
  - Keeps leadership and employees informed
  - Issued on a schedule
  - Communicates info clearly and quickly
  - Can take a variety of forms, can include graphics
- Progress Reports
  - Submitted as-needed
  - Focuses on progress toward a specific goal
  - Fundraising goal report, sales goal report, contractor % completed report
  - No set form, take cues from organization
- Audit Report
  - Written to hold organizations accountable to certain standards
  - Can be performed internally or externally
  - Financial, operational, or compliance
  - Typically short and standardized
- Problem Solving Reports
  - Help decision makers find solutions to problems facing the company
  - Internal or external
  - Contains research related to a problem, may include solution/recommendations
  - “tell” style
- Meeting Minutes
  - A summary of what happened in a meeting- objective
  - Written record of something happening
  - Most common type of report
  - Trip report, incident report, etc
  - Shouldn't be verbatim, but an accurate overview