

BRUSH ELECTRICAL ENGINEERING COMPANY LIMITED

WORKS REPORT BOOK

FROM: B.A.E.FITZ-GERALD. TO: ALL GRADUATE, STUDENT & TECHNICAL APPRENTICES.

It is essential that practical works training is linked closely at all times to the academic studies being followed by an apprentice. To assist in achieving this, all Graduate, Student Technical Apprentices are required to maintain a Works Report Book during their practical industrial training in the factory.

This book will state the subjects covered during the practical factory training period, and should state the technological reasons found in carrying out the various processes involved. It will not, therefore, be a simple catalogue of the training commitments that have been undertaken, but will show an analytical and enquiring approach to the problems concerned.

There is no set form in which the book is to be laid out, but opposite is a copy of 'A Guide to Report Writing' to help you. The salient feature is that it should describe technological matters as lucidly and briefly as possible, and indicate the progressive nature of training, as well as the progressive capability of the author to appraise critically any given situation, and not be content with merely writing a descriptive piece of literature. The report should be so written that several years hence it will continue to provide useful data to the individual. Each entry in the book must be dated.

At specific intervals, interviews are arranged with the Directors for certain apprentices. During these interviews the book will be available for scrutiny by the Director concerned.

Will you please acknowledge receipt of this instruction on the tear-off slip provided at the foot of the page. All previous instructions on this subject are cancelled.

B.A.E. Fitz-Gerald,  
Education & Training Officer.

---

The Education & Training Officer,  
Brush Electrical Engineering Co. Ltd.,  
Loughborough.

Receipt of you letter regarding the compilation of a Works Report Book, dated 25th August, 1961, is acknowledged.

Signed .....

Date .....

A GUIDE TO REPORT WRITING.

You write a report when you cannot pass information by talking, or when a record is required. In either case the reader may not be able to question you on it, so it must be comprehensive. When you have to make a report:-

1. DECIDE AIM OF REPORT.

Consider purpose of report, i.e.  
Why is it needed?  
What is needed?  
Who is to be informed?  
When and Where is it wanted?

2. TERMS OF REFERENCE.

Success or failure depends on the author being perfectly clear about the objectives of the study before going any further. Terms of reference should state the kind of information required, and the exact scope of the report.

3. INVESTIGATE.

Re-study terms of reference and consider all relevant angles. Establish all related facts within breadth and depth of investigation, and arrange them in logical order.

What are the significant facts?  
Which facts have a bearing on each other?  
Are there any contradictions?

4. MAKE PLAN OF ACTION.

Which is the best design for the report?  
Decide on headings.  
Does relationship with the reader demand any special care?  
How much detail is required?  
(See item 6 - other points)

5. WRITE REPORT.

5.1 INTRODUCTION.

State subject and your approach to it (a summary of your main conclusions and recommendations is sometimes appropriate here, i.e. in the case of proposals requesting approval of new schemes, etc).

5.2 MAIN BODY OF REPORT.

Keep in logical order and maintain continuity and emphasis. State all the facts exactly and only once. A DETAILED report is an account of your investigations recorded in logical order under appropriate sub-headings and shorn of all superfluous and irrelevant facts and comments.

A SUMMARY report is an outline pinpointing as simply as possible the very essence of your findings (the summary report is always presented either as the sole report or as a preface to the detailed report).

5.3 CONCLUSIONS.

What do the facts indicate?

Marshal the various points of view and summarise the arguments.

5.4 RECOMMENDATIONS.

Balance the facts and inference drawn from them. What course of action is recommended? Consider short and long term implications of recommendations.

(Throughout the report use short, crisp, meaty style and avoid jargon and bad English).