Day 2 | Session 1
Techniques for Report Writing
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Preparing a Written Document

Preparing the document

Collecting and organising information

Writing the document

What kind of document should you write?
What is the purpose?
Who is the audience?

Which information to collect
How to collect the information
How to organise the information

How to choose the best words
How to develop an outline
How to edit the document
How to format the document

Types of Report

Formal and Informal

Long and Short

Analytical and Informational

Lateral or Vertical

External and Internal

Periodic Report

Functional Reports

By Format

Pre-printed Form

Letter

Memo

Manuscript

Source: https://www.legit.ng/1191952-how-types-report-writing.html
The Writing Process

Prewriting
- purpose and audience
- brainstorming
- form

Writing
- organization
- voice
- word choice
- sentence fluency

Revising
- clarifying
- reorganizing
- refining
- using precise language

Editing
- conventions

Responding
- teacher/peer conference
- self/peer evaluation

Publishing/Sharing
- bulletin board
- website
- performance
- author’s chair
Basic Steps for Writing Report

Step 1: Decide on the 'Terms of reference'
Step 2: Decide on the procedure
Step 3: Find the information
Step 4: Decide on the structure
Step 5: Draft the first part of your report
Step 6: Analyse your findings and draw conclusions
Step 7: Make recommendations
Step 8: Draft the executive summary and table of contents
Step 9: Compile a reference list
Step 10: Revise your draft report

Source: https://www.openpolytechnic.ac.nz/current-students/study-tips-and-techniques/assignments/how-to-write-a-report/
The Essential Stages of Report Writing

Stage One: Understanding the report brief
Stage Two: Gathering and selecting information
Stage Three: Organising your material
Stage Four: Analysing your material
Stage Five: Writing the report
Stage Six: Reviewing and redrafting
Stage Seven: Presentation

Source: https://www2.le.ac.uk/offices/ld/resources/writing/writing-resources/reports
Basic Business Writing Tips

- Stop and think
- Don’t use jargon, don’t try to sound smart, let your ideas be smart
- Use as few words as possible and kill multi-word phrases
- Reduce adjectives and adverbs
- Write more and read more to be better
- Always know your audience
- Do reread and rework the first draft
- Edit, edit, edit, edit.

Source: https://bizfluent.com/about-6690331-importance-effective-written-communication.html
### Written Communication – Good Practice

- Follow organisational guidelines and procedures
- Ensure that you have identified and conveyed key messages in writing
- Use correct grammar and spelling
- Structure writing into a logical framework

- Be able to identify relevant information in written communications
- Be able to review and proofread own written work
- Be able to conveying alternative viewpoints
- Be able to review and edit documents created by others
- Become proficient at taking notes
Written Communication Skills

- Smileys or emoticons
- Alternative viewpoints
- Proofreading
- Grammar and spelling

Guidelines
- Key messages
- Structure
- Identifying relevance
- Note taking
- In letters
- In email
- In fax
Data dissemination consists of distributing or transmitting statistical data to users.

The First Principle of UN Fundamental Principle of Official Statistics: “Official statistics provide an indispensabile element in the information system of a democratic society, serving the Government, the economy and the public with data about the economic, demographic, social and environmental situation. To this end, official statistics that meet the test of practical utility are to be compiled and made available on an impartial basis by official statistical agencies to honour citizens’ entitlement to public information.”¹

¹ Source: https://nsdsguidelines.paris21.org/node/796
• A responsive statistical agency commits to releasing information to the public at regular intervals.
• These can satisfy national, regional and international reporting.
• Working on a data dissemination plan should involve the focal points and key persons involved in the process across the statistical system.
• Reporting by statistical agencies to international monitoring agencies often follow specific reporting requirements and formats
• These should be reconciled within the context of a public data dissemination policy in which the public-at-large have access to the same information

Source: https://nsdsguidelines.paris21.org/node/796
Figure 1: Information and audience model for the ECA data and related information and knowledge products.

Source: UNECA
• Disseminating data to the public-at-large requires data dissemination strategies.
• The illustration provides a conceptual reference that should define the various user communities and the demand for data they require.
• The development of a coherent data dissemination policy with an enabling development document that accounts for activities and funding and monitoring progress will provide the practical context for implementing the dissemination policy.
• To provide relevant and effective data visuals for informing certain sectors in society.

Source: https://nsdsguidelines.paris21.org/node/796
Welcoming 62nd
ISI WORLD STATISTICS
CONGRESS 2019

18 - 23 AUGUST 2019 KUALA LUMPUR

THANK YOU

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POPULATION & HOUSING
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