



FNHPA Guide

Report Writing



First Nations Housing
Professionals Association

L'Association des professionnels de
l'habitation des Premières Nations

Introduction

Each First Nations Housing Professional (FNHP) program includes the requirement to complete two written assignments in the form of a report. The purpose of this guide is to present the key elements for clear and effective report writing to help meet the requirements of each assignment.

The assignments require you to apply what you may know/are practicing or have learned that can help a First Nation organization improve their housing related-performance and outcomes. Each report should:

- Be written as though you have been hired or work for the First Nation to address a particular problem or challenge; and
 - Be written in a form of a final report that you would submit to the First Nation.
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Write for your Audience – Who will be Reading the Report?

Consider to whom who the report is being submitted. For example:

- How much do they know about the subject of your report? This can help you to decide about what to include in the introduction (i.e., the type of information and how much).
 - What is your relationship to the audience? While it's important to sound confident, write in a respectful tone.
 - Use the information provided in the assignment and readings.
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Format of the Report - What to Include

Cover Page	A cover page should include: <ul style="list-style-type: none">- The report title.- Your name.- The date of submission.
Page Numbers	Use page numbers to organize the report and for easy reference.
Table of Contents	Add a table of contents that includes page numbers for the executive summary, introduction, key points, appendices, and bibliography.
Executive Summary	This provides an overview (usually a paragraph or two) of the key points, findings, and recommendations.
Introduction	Tell the reader what you are going to tell them (usually a paragraph):

- The objective of the report (i.e. why it has been written).
- Background information (i.e., an overview of the report or a description of what led to the report being written).

Main Body

The main body includes your research, findings, and analysis.

- Identify the key points in the report and clearly label them.
 - o Use section headings that match the requirements of the assignment.
 - o Use bold type or underline.
 - o Include the key points in the table of contents.
- Organize your content; use bullet points for clarity and ease of reading and provide examples (where appropriate).
- Use charts, graphs or tables to help the reader understand the key points.
- Use clear and concise language, avoid acronyms.

Summary and Recommendations

- Summarize your key points and findings.
- Provide your statement of opinion/recommendations.

Appendices

Provide a list of additional information/resources that support the report but would have been too lengthy to include.

Bibliography

Provide a list of the sources that were used to create the report.

Word Count

Meet the minimum and maximum word count.

Before Submitting the Report

Check Spelling and Grammar

Correct spelling and grammar are important; this helps to ensure the reader can understand the intended message and, it reflects on your credibility and attention to detail. All word processing programs include a spelling and grammar check. Be sure to use it!

Proofread

Take the time to proofread the report. Ask someone else to do this for you; they don't need to be familiar with the subject and 'a fresh set of eyes' can help identify whether the report clearly expresses ideas or if there are errors that need to be corrected. Alternatively, put the report aside and review the next day.

Using these key elements will help to make your report easy to read and understand and, will present a professional image.