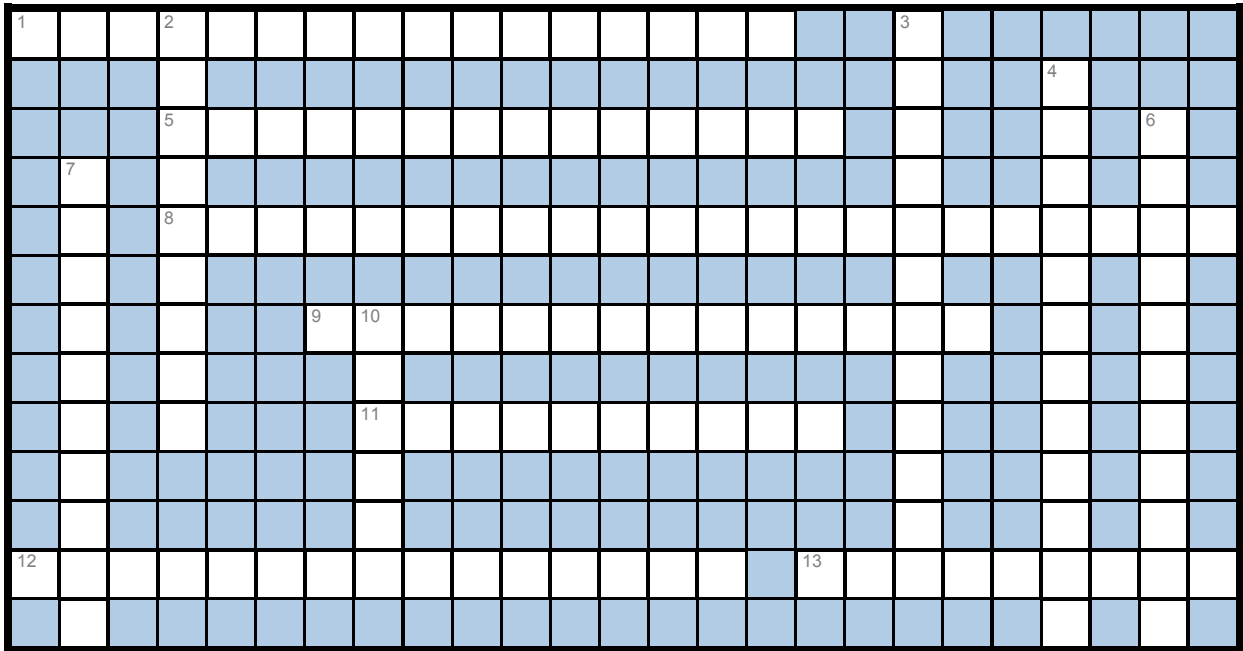


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Chapter 17: Writing Reports

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Across

1. Summarizes the main points in the report.
5. Generally provides the status of a project, reports facts and figures over a specified period, or summarizes an ongoing activity.
8. A group that includes a cross section of the entire population you are targeting.
9. Reports written in a specified format and periodically submitted (monthly, quarterly, annually) to track the status of a project.
11. The illegal and unethical act of claiming somebody else's material as your own.
12. Information that provides insight into how people think about a particular topic.
13. List the name of the author of the source, title, publisher, date of publication, and location of the publisher or online address; they may be listed in footnotes on the page where the reference occurs or in a bibliography at the end of the report.

Down

2. Acknowledges ownership of a work and specifies that only the owner has the right to sell or use the work or to give permission for someone else to sell or use it; the exclusive rights awarded to the author or creator of an original work.

3. A report supported by formal research or information gathering that focuses on a main topic broad enough to be divided into subtopics for complete and clear coverage.
4. Material that is not owned by anybody and can be used without permission.
6. The writer's summary of what the reader should take away from the report.
7. A small group of people with which the interviewer conducts a discussion to gather answers to a prepared set of questions.
10. Documents used to present information in a structured format.