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# WRITING INFORMATIONAL REPORTS

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**GOAL:**

*“describe something that has happened or is happening now”*

# PURPOSE:

provide clear, accurate  
information.

**ANALYSIS:**

answers *why* or *how*

## Kinds of Reports

DIRECTIVE

FIELD

PROGRESS

INCIDENT

MINUTES

DIRECTIVE

INSTRUCTIVE

ANALYTICAL

PERSUASIV

E

FIELD REPORTS

DESCRIPTIVE

EXPLANATORY

CONCLUSIV

E

PROGRESS REPORTS

DESCRIPTIVE

EXPLANATORY

OBJECTIVE



INCIDENT

DESCRIPTIVE

EXPLANATORY

WHAT | WHY | WHAT

MINUTES

CLEAR

COMPREHENSIVE

DIPLOMATIC

OBJECTIVE

What kind of report was your  
Netiquette Policy?