

# Report Writing Format with Templates and Sample Report



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There are many types of reports – sales reports, marketing reports, school reports, [social media reports](#) and more.


But no matter which type of report you have to write, it must follow the correct report writing format. With the right format, your report will be easy to read and understand.



First of all, a report is unlike an essay, blog post or journalistic article. The main idea of a report is to present facts about a specific topic, situation, or event.

It's not about supporting ideas or hypotheses. The information must be presented in a clear and concise way — that's why the proper report writing format is essential.

Just as there are different types of reports, there are also different ways to deliver them. Reports can be printed documents, [interactive slide decks](#) or even a visual infographic.

Follow the format in this article independently of your report's visual composition. The content should  up the same way for any format you choose.

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Once you've written your report, log

