

The written or typed signatures of the sender and the date appear at the end. This form of report is usually restricted to the Department - but copies could go to associated organisations interested in the contents of the reports. The report has to be in language that will not be misunderstood. Word-choice must be objective, i.e. having the same meaning to everybody. It must not be ambiguous, nor must it reflect only the writer's personal feelings about the matter. The writer must be able to say what he has to say in a detached objective way.

Instead of

Say

heavy rainfall

actual measurement

a great many

actual number

Briefity is important in a report but should not be so extreme as to omit relevant material.

Key Sections

Put first things first. Always let the reader know what it is about and what is coming.

The title is the first intimation of the report's purpose. The subject line tells more, the introduction offers a summary of the problem, the requirements, the work, the conclusions.

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NORTH WEST FAUNA OBSERVATIONS

Mr. L. R. Moss, the Department's Fauna Warden stationed at Carnarvon, made the following observations during the period July 15 to July 22. In the Carnarvon-Gascoyne area he found the Wedge-tailed Eagle, the Emu, the Galah, the Crow and the Little Corella plentiful. Other birds sighted between these two centres included Crested Pigeon, Painted Finch, Black-tailed Tree Creeper, Grey Honeyeater, Mudlark, Silvereeye, Straw-necked Ibis, Maned Goose, and one Black Bittern. According to the Gascoyne Shire Clerk this was the first Black Bittern observed in the area. Serventy and Whittell, in their handbook "Birds of Western Australia", record its distribution as State-wide.

During a patrol to the Coral Bay (Point Maud) area, Warden Moss observed 2 Brolgas near the Minilya River, Redcapped Dotterel in the salt flats area near Coral Bay and Euros on the flat scrub areas near Warrora Homestead. Very few Red Kangeroos were observed near the roads during the patrols.

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