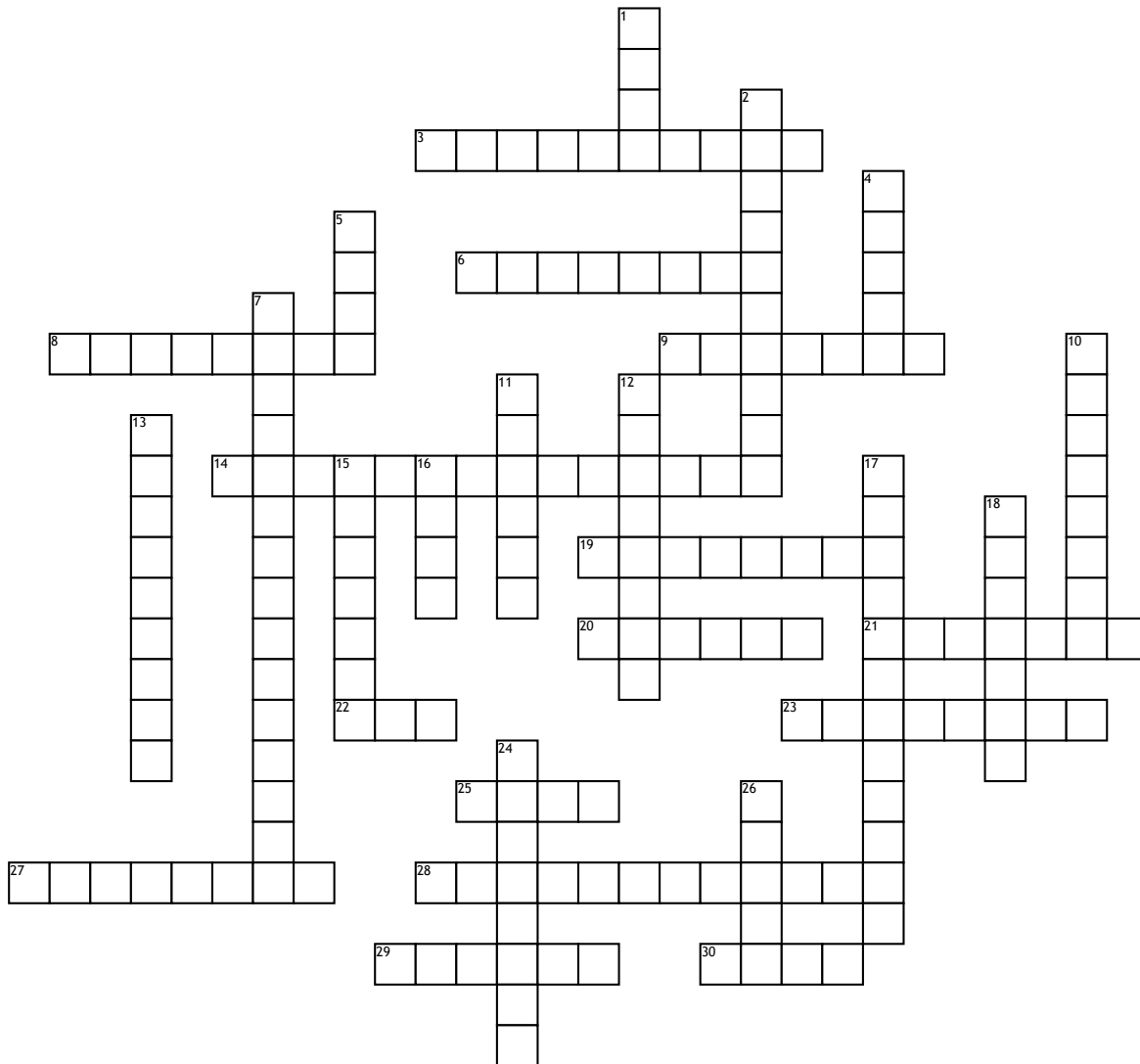


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Reports



## Across

- 3. a bibliography or list of works cited
- 6. a special kind of contrast
- 8. an alphabetical list of vocabulary in a report
- 9. the section that answers, "What did you do?"
- 14. a report that suggests what the readers should do next
- 19. an explanation of why something happened or how it happened
- 20. the -ing form of a verb
- 21. the section that answers, "What did you determine?"
- 22. standard operating procedure
- 23. a report describing a workplace accident or a safety emergency
- 25. what we do with conclusions

- 27. a report that describes an ongoing project
- 28. what all reports begin with
- 29. a decision \_\_\_\_ use to evaluate each option according to each criterion
- 30. what comes first in a sentence definition

## Down

- 1. used for a tip to help readers carry out a procedure successfully
- 2. a brief explanation of what an item is
- 4. a report that describes inspections, maintenance, and site studies
- 5. a report has 3 sections: front matter, back matter, and the \_\_\_\_
- 7. the most important guide to navigating a report
- 10. no more than 200 words

- 11. usan immediate and serious hazard that will likely be fatal
- 12. a definition that gives a detailed explanation
- 13. an explanation of how to implement a new policy
- 15. potential courses of action
- 16. brief correspondence sent within your own company
- 17. enables a person to carry out a task
- 18. listed before the tables
- 24. classified into two categories: necessary and desirable
- 26. a page that includes the report title, author's name, and submission date