



## Easy Steps to Report Writing

By Anna Fung, Choy Tuck Onn

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Easy Steps to Report Writing is a user-friendly book. It is meant for anyone who wants a general idea of report writing, especially teachers of the subject, students, businessmen and government officers.

This book provides practical and easy guidelines to the steps involved in the process of writing reports. There are also simple explanations on grammar usage relevant to report writing and ample examples that show you how these principles can easily be put into practice. The sample report at the end of the book is a useful overview. It incorporates all the items discussed in the book. Easy Steps to Report Writing is a result of personal experience in hands-on classroom sessions. It takes into consideration the problems students encounter in writing reports and provides suggestions to avoid such problems. This book was first published in 1998, reprinted twice in 2000, revised in 2003 and 2006 and now the New English edition 2011.

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## **Editorial Review**

### **About the Author**

Anna Fung is an associate professor with the Academy of Language Studies, MARA University of Technology, Malaysia. She has been lecturing in the Academy for the past 25 years. She holds a Master's Degree in Education, specialising in TESL. Anna teaches proficiency and ESP courses, as well as postgraduate courses. She has published numerous articles and co-written several textbooks for students. She has also presented conference papers both locally and internationally.

Choy Tuck Onn is an associate professor with the Academy of Language Studies, MARA University of Technology, Malaysia. He has been lecturing in the Academy for the past 23 years. He holds a Master's Degree in Education, specialising in TESL. Choy teaches proficiency, ESP and professional courses. He has taught Public Speaking for many years and conducted Business English courses. He has co-written articles and books for publication. He has also presented conference papers both locally and internationally.

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