

Writing Reports

From time to time you'll have to write reports that provide information for others on the game you have officiated, especially in terms of any incidents or injuries, and your comments regarding the behaviour of both teams.

Report writing principles

The Challenge

When you write there are at least four possible messages:

- What you **intend** to write.
- What you **actually** write.
- What your reader **reads**.
- What your reader **thinks** he or she has read.

The solution

To reduce the likelihood of different messages writing needs to be:

- **CLEAR** This means easily understood and without ambiguity.
- **CONCISE** This means stating the message in the fewest possible words without sacrificing the other principles.
- **COMPLETE** This means including everything needed to achieve the purpose of writing (i.e. everything your reader needs to know regarding a specific incident during the game).
- **CORRECT** This means consistency and accuracy of information, grammar, punctuation, layout, spelling and syntax (sentence structure).
- **COURTEOUS** This means being cordial, helpful, non-offensive and displaying a caring attitude towards your reader.

Clear writing

Do favour using:

- familiar over obscure

- ordinary over fancy
- specific over general
- factual over emotional
- active over passive
- simple over complex
- positive over negative