

Report writing with MindGenius

The MindGenius approach and application helps you to break down a report into more manageable sections, to focus on each section in turn and to easily develop structure and flow.

Remember, before you use MindGenius for the first time; view the MindGenius “getting started” video to learn about the basic features you will need to get underway.

Preparing your report

Before you start to prepare your report, you need to ensure that you understand your brief and the objective of your report. MindGenius helps you to understand what you need to do to support your objective and helps you to work out how best to present your argument. This is also the time to think about how best to present your facts and figures and graphs and to consider other viewpoints to ensure you undertake an objective assessment.

MindGenius then allows you to prepare your report quickly. It does this by offering you a quick and easy way to gather your ideas and develop structure. By developing your structure at a high level, you then have the ability to flesh out each component part until you end up with a framework which guides you to write a couple of paragraphs at a time. To add branches you just need to use the **Type and Return** feature.

You may want to name the secondary level branches with the chapter headings for your report and this will help you start to build up a detailed picture of relevant information to include in your report and to structure your report appropriately. You can then look at each section in isolation, using the **Map Explorer** feature. This means, in a sense, you will have numerous maps within maps which will enable you to look at each section in detail, and help you to cover everything you need to.

Things to consider:

- Who will be reading/analysing your report?
- Who already has an opinion on the subject matter?
- What are you writing about?
- What are your objectives?
- What does your audience already know?
- What are your key points?
- What are your findings, recommendations, solutions?
- What has made you think this way?
- Where is the evidence coming from? Is it relevant and reliable?
- Where does it back up your argument?
- When does your report need to be completed by?
- Why do you think what you do?
- How have you analysed your question?
- How will you reach your conclusion?
- Why have you reached this conclusion?
- How will you present your findings?

Reports are different from essays, they present findings and make recommendations rather than being a critique of a subject. This means you may need to utilise the opinions of experts on the subject and/or colleagues. As your information grows, traditionally it would have been difficult to capture and compile information from different sources but MindGenius allows you to gather disparate data into one document, reducing the amount of information you need to work with.

Developing structure

Once you have a comprehensive view of the content, you can start to visually restructure your map, thereby adding further order and structure to your report. Using **Drag and Drop**, you can simply pull branches to where they need to go, and make them “children” of other branches. This means they become secondary points to the branch you add it next to.

Adding further content

You can add more detailed body content to your report, by adding it to the **Notes** section.

Creating your text document

After you have prepared your content, organised your ideas and added structure, you can click **export to MS Word** to prepare a MS Word document. This will give you a formatted word document with headings and content clearly set out.

What next?

MindGenius will allow you to collate, organise, structure, and develop your ideas and allow you to focus on your content before you need to think about the way your report looks, helping you to prepare a more rounded and comprehensive report.

Get started by selecting a report writing template, or a blank map.