REPORTS
GUIDE

LEARN HOW TO STRUCTURE AND WRITE PROFESSIONAL REPORTS WITH OUR REPORTS

GUIDE

GUIDE TO REPORTS

Manual for writing, structure, evidence, and

conclusions for the confined people

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DEDICATION

To my confined people: because documenting with order is protecting the truth.

To those who receive and evaluate: because a clear report saves time and reduces conflict.

PROLOGUE

I write this Guide because I understood something that changes the outcome of any process: the system moves based on what is written down—clearly and verifiably. I have seen serious situations minimized for lack of structure, and simple matters become problems because of incomplete reports: no dates, no sequence, no evidence, no conclusion, or no clear recommendations.

A report is not a letter, and it is not a notice. A report is a document of analysis and record: it organizes facts, supports them with evidence when available, identifies findings, and closes with useful conclusions. I do not write reports to vent. I write reports so the reader understands quickly: what happened, how it became known, what impact it has, what was done, and what is recommended.

This Guide teaches me to build reports that are "confusion-proof": with the correct header, purpose, scope, information method, findings, evidence, analysis, conclusion, and recommendations—ready to copy, paste, and apply.

HOW TO USE THIS GUIDE (IN 7 RULES)

1. One report, one purpose, and one scope.

2. Facts with dates and sequence: no gaps, no jumping around.

3. Separate: fact, observation, analysis, and opinion.

4. If there is evidence, it is attached and cited; if there is not, that is stated clearly.

5. The conclusion answers the report's central question.

6. Recommendations are realistic and actionable.

7. Every report is archived: copy, index, and record.

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CHAPTER 1 — WHAT A REPORT IS AND WHAT IT IS NOT

A report is a formal document that records and organizes information for evaluation or decision-making. Its strength is its structure: objective, facts, evidence (if it exists), analysis, and closure.

A REPORT IS

- An orderly record of facts and findings

- A useful document for evaluation and decisions

- Neutral, precise, verifiable writing

- A tool that reduces rumors and confusion

A REPORT IS NOT

- An emotional letter

- A general notice

- A disguised scolding

- A written rumor

- A long opinion with no basis

CHAPTER 2 — REQUIRED ELEMENTS OF A REPORT

I do not improvise reports. Every complete report includes:

1. Header (title, date, author, recipient)

2. Purpose (why it is issued)

3. Scope (what it covers and what it does not cover)

4. Source/method of information (where the data comes from)

5. Timeline or sequence (if applicable)

6. Facts and findings (what was observed/recorded)

7. Evidence and attachments (if applicable)

8. Analysis (reasonable, technical interpretation)

9. Conclusion (final answer)

10. Recommendations (suggested actions)

11. Signature and record (copies/filing)

SEPARATION RULE

- FACT: what happened (date, place, data).

- FINDING: what is identified when reviewing facts.

- ANALYSIS: what it means and why it matters.

- RECOMMENDATION: the concrete action that should follow

CHAPTER 3 — TYPES OF REPORTS AND WHEN I USE EACH ONE

1. Incident report (one specific event)

2. Chronological report (summary by dates)

3. Follow-up report (status of a matter)

4. Evaluation report (analyze a situation using criteria)

5. Compliance report (verify whether a procedure was followed)

6. Situation report (general status over a period)

7. Observation report (what was observed without extended conclusions)

8. Inconsistency report (correct or point out contradictions)

9. Technical proposal report (findings + formal recommendation)

10. Closing report (final conclusion and record of the outcome)

CHAPTER 4 — WRITING METHOD: MY STEP-BY-STEP

STEP 1: Define the report's central question

Example: "What happened and what action should follow?"

STEP 2: Define purpose and scope

"This report is issued to _____ and it covers _____."

STEP 3: Choose the report type

Incident, follow-up, evaluation, etc.

STEP 4: Collect facts in sequence

Dates, places, actions taken, responses.

STEP 5: Identify findings

What stands out from the record (failures, delays, inconsistencies, improvements).

STEP 6: Identify available evidence

Attachment A, B, C… and citations inside the text.

STEP 7: Write brief, useful analysis

No exaggeration, no broad accusations.

STEP 8: Conclude by answering the central question

In 3–7 lines.

STEP 9: Recommend realistic actions

What to do, who does it (if applicable), and the timeframe.

STEP 10: Review for coherence and file it

Checklist, copy, record.

CHAPTER 5 — FACTS, FINDINGS, AND HOW I PRESENT THEM

I present facts so the reader does not get lost.

PRESENTATION RULE

- First: sequence (timeline)

- Second: relevant facts (only what matters)

- Third: findings (what is detected)

FACT FORMAT (ONE LINE)

Date //_____ Event: _____ Result: _____

FINDING FORMAT

Finding 1: _____

Support (if applicable): _____

Impact: _____

"NO NOISE" RULE

If a detail does not affect the conclusion or recommendation, I do not put it in the body. I place it in an attachment if needed.

CHAPTER 6 — EVIDENCE, ATTACHMENTS, AND INTERNAL CITATIONS

A report with attachments becomes solid. But an attachment without citation gets lost.

ATTACHMENT RULES

1. Label by letter: Attachment A, B, C…

2. Name the attachment: "Copy of _____ dated _____"

3. Cite the attachment in the text: "According to Attachment A…"

4. If there are more than 2 attachments, include an attachment index

ATTACHMENT INDEX (FORMAT)

Attachment A: _____

Attachment B: _____

Attachment C: _____

CHAPTER 7 — ANALYSIS, CONCLUSION, AND RECOMMENDATIONS

This is where the report shows intelligence.

ANALYSIS (WHAT IT IS AND WHAT IT IS NOT)

Analysis is not an insult or speculation. It is a reasonable interpretation based on facts and evidence.

MY ANALYSIS FORMULA

- What is observed
- Why it matters
- What risk it creates (if applicable)
- What improvement it proposes

CHAPTER 8 — DELIVERY, RECORD, FOLLOW-UP, AND UPDATES

A serious report needs documentation.

MY SYSTEM

- Copy of the report, signed and dated

- Copy of attachments

- Delivery record (date, time, recipient)

- Follow-up, if required

UPDATES

If something changes, I do not rewrite the report from scratch: I issue an "Update Report" with the date, changes, and new attachments.

CHAPTER 9 — ERRORS THAT BREAK A REPORT AND HOW I AVOID THEM

ERROR 1: Not defining purpose or scope.

FIX: "This report is issued to…" and "This report covers…"

ERROR 2: Mixing facts with opinion.

FIX: Separate sections: facts / analysis.

ERROR 3: Not using dates.

FIX: Minimum timeline.

ERROR 4: No conclusion.

FIX: Conclusion in 3–7 lines.

ERROR 5: Vague recommendations.

FIX: Specific actions with timeframes.

ERROR 6: Attachments with no citation.

FIX: "According to Attachment A…"

ERROR 7: Writing too much.

FIX: Short body; details go to attachments.

CHAPTER 10 — A 30-DAY PLAN TO MASTER REPORTS

DAYS 1–3: master elements + universal template

DAYS 4–7: write 3 reports (incident, chronological, follow-up)

WEEK 2: evidence, attachments, index, and internal citations

WEEK 3: evaluation and compliance reports

WEEK 4: update and closing reports

I do not write reports to sound strong. I write reports so the process moves. My discipline turns reality into evidence, evidence into clarity, and clarity into decisions. When a report is well done, the reader does not guess—he understands. And when he understands, he acts.

APPENDIX A — COPY-PASTE TEMPLATES

A1) UNIVERSAL REPORT TEMPLATE (COMPLETE)

REPORT TITLE: _____

REPORT TYPE: ( ) Incident ( ) Chronological ( ) Follow-up ( ) Evaluation ( ) Compliance ( ) Other: _____

DATE AND TIME OF ISSUE: //_____ :_____

AUTHOR: _____

ADDRESSED TO: _____ (Title/Office/ Area)

1. PURPOSE
   This report is issued for the purpose of: _____

2. SCOPE
   This report covers: _____
   This report does NOT cover (if applicable): _____.

3. SOURCE / METHOD OF INFORMATION
   The information presented here comes from: _____(direct observation / records / communications / logbook / etc.).

4. EXECUTIVE SUMMARY (3–6 LINES)

5. TIMELINE / SEQUENCE (IF APPLICABLE)

- //____: _____

- //____: _____

- //____: _____

6. FACTS AND FINDINGS
   Fact 1: _____
   Fact 2: _____
   Finding 1: _____
   Finding 2: _____

7. EVIDENCE / ATTACHMENTS (IF APPLICABLE)
   Attachment A: _____
   Attachment B: _____
   Attachment C: _____

8. ANALYSIS (BRIEF AND USEFUL)

9. CONCLUSION

10. RECOMMENDATIONS

11. It is recommended: _____ (deadline: //____)

12. It is recommended: _____ (deadline: //____)

13. It is recommended: _____ (deadline: //____)

SIGNATURE: _____

NAME/ID: _____

DATE: //_____

A2) INCIDENT REPORT (QUICK)

TITLE: Incident Report — _____

DATE/TIME: //_____ :_____

AUTHOR: _____ ADDRESSED TO: _____

PURPOSE: Record the incident that occurred on //_____.

FACTS (WITH DATE/TIME/LOCATION):

1. Date/Time: //_____ :_____ Location: _____
   Event: _____

2. Action taken (if applicable): _____

3. Immediate outcome: _____

EVIDENCE/ATTACHMENTS (if applicable):

Attachment A: _____ Attachment B: _____

CONCLUSION: _____

RECOMMENDATION: _____(deadline: //_____)

SIGNATURE: _____ DATE: //_____

A3) CHRONOLOGICAL REPORT (FORMAT)

TITLE: Chronological Report — _____

Period: //_____ to //_____

AUTHOR: _____ ADDRESSED TO: _____

TIMELINE:

- //____: _____

- //____: _____

- //____: _____

- //____: _____

FINDINGS:

1.

2.

CONCLUSION: _____

RECOMMENDATIONS:

1. _____ (deadline: //____)

2. _____ (deadline: //____)

SIGNATURE: _____ DATE: //____

A4) FOLLOW-UP REPORT (STATUS)

TITLE: Follow-up Report — _____

DATE: //____

AUTHOR: _____ ADDRESSED TO: _____

OBJECTIVE: Report the status of the matter: _____.

STATUS SUMMARY (1 PARAGRAPH):

ACTIONS TAKEN:

- //____: _____

- //____: _____

PENDING ITEMS:

1.

2.

CONCLUSION: _____

RECOMMENDATION: _____ (deadline: //____)

SIGNATURE: _____ DATE: //____

A5) EVALUATION REPORT (CRITERIA + FINDINGS)

TITLE: Evaluation Report — _____

DATE: //____

AUTHOR: _____ ADDRESSED TO: _____

PURPOSE: Evaluate _____.

SCOPE: This report evaluates _____.

CRITERIA USED (LIST):

1.

2.

FINDINGS (WITH SUPPORT):

1.   Finding: _____   Support/Attachment: _____

2.   Finding: _____   Support/Attachment: _____

ANALYSIS: _____

CONCLUSION: _____

RECOMMENDATION: _____ (deadline: //____)

SIGNATURE: _____ DATE: //_____

A6) UPDATE REPORT (CHANGES)

TITLE: Update Report — _____

DATE: //_____

AUTHOR: _____ ADDRESSED TO: _____

REFERENCE: Prior report dated //_____ regarding _____.

CONFIRMED CHANGES SINCE THE LAST REPORT:

1.

2.

NEW EVIDENCE (IF APPLICABLE):

Attachment A: _____ Attachment B: _____

UPDATED CONCLUSION: _____

RECOMMENDATION: _____ (deadline: //____)

SIGNATURE: _____ DATE: //_____

APPENDIX B — COPY-READY TABLES

B1) LOG OF ISSUED REPORTS

No. | Date | Type | Title/Subject | Addressed to | Attachments (yes/no) | Short conclusion | Key recommendation | Filed (yes/no)

___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___

B2) FACT–EVIDENCE–FINDING MATRIX

Fact (date) | Evidence/Attachment | Finding

____ | ____ | ____

____ | ____ | ____

____ | ____ | ____

B3) FINDING–RISK–RECOMMENDATION MATRIX

Finding | Risk/Impact | Recommendation | Deadline

____ | ____ | ____ | ____

____ | ____ | ____ | ____

APPENDIX C — CHECKLISTS (TOTAL CONTROL)

C1) CHECKLIST BEFORE SUBMITTING A REPORT

[ ] Title, type, date, and author

[ ] Purpose defined

[ ] Scope defined

[ ] Source/method of information

[ ] Facts with dates (timeline if applicable)

[ ] Clear findings

[ ] Evidence/attachments cited

[ ] Brief, reasonable analysis

[ ] Conclusion answers the central question

[ ] Actionable recommendations with deadlines

[ ] Signature and copy for record

[ ] Delivery record

C2) CLARITY CHECKLIST

[ ] I separated fact vs. analysis

[ ] I did not exaggerate or accuse broadly

[ ] Every important detail has a date

[ ] The conclusion is 3–7 lines

[ ] Recommendations can be executed

C3) ATTACHMENT CHECKLIST

[ ] Attachments labeled A, B, C…

[ ] Each attachment has a name

[ ] I cited them in the text ("According to Attachment A…")

[ ] Attachment index included if more than 2

[ ] Complete copy archived

I close this book with a conviction that is already a rule for me: a well-written report is not paper—it is organized authority. In a system where truth is measured by what remains written and verifiable, the report becomes the most serious bridge between what happens and what gets decided. That is why I do not write reports to "meet requirements"; I write them so the reader understands in minutes what happened, when it happened, how it was documented, and what action should follow.

I learned that the report is the cleanest way to lower the noise. Where there used to be versions, the report places facts. Where there used to be emotions, the report places structure. Where there used to be confusion, the report places sequence, evidence, and conclusion. And that discipline does not only protect me—it also protects the recipient, because it provides a clear route to evaluate without guessing, without wasting time, and without opening space for interpretation.

In this Guide I established a way of working that can be repeated without failing: purpose, scope, facts with dates, analysis without exaggeration, cited evidence, a concrete conclusion, and realistic recommendations. I do not mix a report with a letter, nor do I turn it into a speech; I respect its nature: to narrate with precision, support with attachments, and close with clarity. Because a strong report is not measured by length—it is measured by how understandable, verifiable, and useful it is.

I finish by reaffirming my mission: that my confined people learn to document the way it should be done, so their word does not depend on memory or rumors, but on method. And that the system receives reports that facilitate processes, reduce conflict, and speed decisions. When the report is well built, the process moves. And when the process moves, desperation goes down and dignity goes up.

"I'M NOT HERE TO TELL STORIES:

I BRING FACTS WITH DATES, EVIDENCE THAT SUPPORTS,

AND A STRAIGHT CONCLUSION; MY REPORT DOESN'T MAKE NOISE…

IT MAKES THE SYSTEM STAND UP RIGHT.

LET'S GO PEOPLE!
LET IT BE CLEAR,
THIS IS A CRY FOR PEACE,
AND NOT FOR WAR,
THE PHILOSOPHY,
REMAINS ALIVE,
LET'S FOLLOW CARLOS'S PHILOSOPHY,
WE DON'T WANT HUGS WITH LIFE,
UNTIL OUR PEOPLE ARE FREE,
LET'S ALL UNITE,
IN A SINGLE LINE,
OF THOUGHT,
AND CONSCIOUSNESS,
TO COMBAT,
OUR GREATEST OPPRESSOR,
THE MONSTER,
WITH SEVEN HEADS,
AND IN MEMORY,
OF OUR SUPREME LEADER,
CARLOS TORRES MELÉNDEZ,
AND OTHER FALLEN BROTHERS,
IN THE STRUGGLE OF PAIN,
FIGHT,
SHARE,
AND LIVE IN HARMONY,
AS STIPULATED,
BY OUR PHILOSOPHY OF LIFE,
ASOCIACIÓN ÑETA,
ASOCIACIÓN ÑETA,
ASOCIACIÓN ÑETA.