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your assignment"; "The purpose of a report"; "Information required and sources"; "Preparing for the survey"; "Chapter 2 - The basis of reports"; "The report as a legal document"; "Discovery"; "Evidence"; "Protocols"; "Terms and Conditions of service"; "Caveats and disclaimers"; "Professional indemnity insurance"; "Limiting liability"; "Copyright issues"; "Collision damage reports"; "Specialised reports (heavy lift, tow approvals, etc)"; "Expert opinions"; "Chapter 5 - Writing the report"; "Structure"; "Abstracts and executive summaries"; "Spelling and grammar"; "Some simple rules to follow"; "Active and passive writing"; "Voice recognition software"; "Report writing software"; "Typing"; "Typography "; "Typeface terminology"; "Tracking and kerning"; "The style sheet"; "Headlines"; "Numbering"; "Units of measurement"; "Use of brackets"; "Use of i.e. and e.g."; "Lists"; "Presentation and layout"; "Balance"
