

# Report Writing



## A report differs from an essay as it more highly structured.

- A report is an investigation into specific subject or area for a specified audience.
- The report is usually based upon an enquiry which requires some practical research for example observations, questionnaires and interviews.
- A report usually follows a more rigid structure compared to that of an essay. This makes it easier and simpler to find and locate information.
- The report usually concludes with either recommendations for changes to the area researched or suggestions for further study and enquiry.

## The report is usually divided into the following subheadings:

- **Title Page:** The full title of the report, your full name, and the date.
- **Abstract/Summary:** Here you state what it is that you set out to do or find out. What methods you used alongside a brief summary of your results and conclusions.
- **Contents Page:** Your subheadings are to be documented here, alongside the page numbers.
- **Introduction:** Give an in depth commentary about your investigation, discuss key writers within your field and their research and findings. Explain how you plan to gather your results.
- **Methodology:** Explain which methods that you used to carry out your research and provide evidence and reasons to why you thought that they were the most appropriate methods. Provide details about how and when the research was carried out, the materials that supported you, the subjects spoken to or observed and the places that you visited.

- **Results:** Explain what you found out following your research. Present your findings in a clear and precise manner showing all of the essential data and calculations.
- **Analysis:** Having collected your results you now need to interpret them, by coming them with the work of other authors who have carried out similar research within this area. Evaluate the accuracy of your results. Did anything go wrong? How reliable are your results? Could you improve any aspect of your data collection?
- **Conclusions:** Summarise the main conclusions from your results. Discuss whether you have managed to answer the main question from your report and whether there is any further research that needs to be carried out. However do not draw conclusions which are not based upon your results, even if the results have proven to be unexpected.
- **Recommendations:** Based upon you results what recommendations would you make? In light of your research and findings, do you have any suggestions for further research or action?
- **Appendix:** This is where you can place all of the data that you have collected whilst carrying out your report, this can include: questionnaires, calculations, maps, interview scripts and photographs. If you have used a specialist piece of equipment to help you collect or analyse the data collected, you may want to include more information about it here.
- **Bibliography/ References:** To avoid plagiarism you will need to provide a list of all of the sources that you have either referenced within your report or have used as background reading at the end of your essay.
- **Reference List:** Full references for all of the resources that you have referred to within the report.
- **Bibliography List:** Full references for all of the resources that you have read as background reading.



See sheet: 2B, 3A, 3B, 3C, 3D

