Report Writing

What is a report?

A report is a written presentation of factual information based on an investigation or research. Reports form the basis for solving problems or making decisions, often in the subjects of business and the sciences. The length of reports varies; there are short memorandum (memo) reports and long reports. Most often you will be asked to write a long report.

What makes an effective report?

- Clear, concise and accurate

- Easy for the audience to understand

- Appropriate for the audience

- Well organized with clear section headings **Report structure:**

Reports follow a standardized format. This allows the reader to find the information easily and focus on specific areas. Most reports follow the following structure, *but please look at your assignment question and marking guide carefully, as the format and terminology required in your report may vary from this guide. If so, check with your tutor.* Please check your marking guide to determine the word limit and how marks are allocated to each section.

A report must have:

1. Title Page

2. Table of Contents

3. Abstract or Executive Summary

4. Introduction (or Terms of Reference and Procedure)

5. Findings and/or Discussion

6. Conclusions

7. Recommendations

8. References

A report may also contain:

1. Cover letter

2. Bibliography