

<p>Introduction (May be used instead of the Terms of Reference and Procedure)</p>	<p>Outlines the context, background and purpose of the report. Defines terms and sets limits of the investigation. The reader/audience can easily identify what the report is about, how information was gathered, and why the report is needed. Mainly uses past tense and can be written last – but is presented first.</p>
<p>Findings and/or Discussion For this section, avoid using the headings “Findings” or “Discussion”. Instead, create headings and sub-headings that identify the main issues or problems.</p>	<p>Findings: What was found during the research or investigation. Gives the facts only – no interpretation by the writer of the report. Tables, graphs or diagrams can be used. Must be relevant to the issues and problems identified in the Terms of Reference. Arranged in a logical order with headings and sub-headings. Discussion: You may also be required to analyze, interpret and evaluate the findings. The discussion draws together different parts of the findings and may refer to findings of other studies and/or theories.</p>
<p>Conclusions</p>	<p>Brief statements of the key findings of the report (full explanation is given in the Findings and/or Discussion). Arranged so the major conclusions come first. Should relate directly to the objectives set out in the Terms of Reference or Introduction.</p>