

	Follow logically from the facts in the Findings and/or Discussion. Must be complete enough for recommendations to be made from them.
Recommendations (note: not all reports give recommendations)	The opinions of the writer of the report about possible changes, or solutions to the problems, including who should take action, what should be done, when and how it should be done.
References (Not part of the word count)	A list of the sources that are used in and referred to in the report. Use APA referencing style.
Bibliography (Not always required)	Lists any sources that were read for the research but were not cited in the report. (Bibliography is not included in the word count).
Appendices (Not always required)	Additional relevant information. May include interview questions, surveys, glossary etc. (Appendices are not included in the word count).

The major part of the report will consist of the Introduction, Findings and/or Discussion, Conclusions, and Recommendations.

Source: Christchurch Polytechnic Institute of Technology. Report writing. Retrieved from http://library.cpit.ac.nz/learning_services/learning_and_study_resources/assessment_tasks/report_writing, 29 May 2013.