

Report Writing

Reports

- Present the results of an investigation
- Are a formal way of writing up research or a project
- Are a way of presenting and analysing information, data or statistics
- Are normally written in the third person
- Follow a formal structure (see opposite)

Title page

Abstract

List of contents

1 Introduction

- 1.1 Background
- 1.2 Aims
- 1.3 Objectives

2 Methodology

- 2.1 Investigation method
- 2.2. Further

3 Results

- 3.1 Results
- 3.2 Details

4 Conclusions

- 4.1 Conclusions
- 4.2 Further detail

5 Recommendations (if appropriate)

- 5.1 Recommendations
- 5.2 Further

References

Appendices

1. Document used
2. Further items more appropriate for appendix

Ordering and numbering

Each section of your report should have a heading; sections can be further broken up with subheadings.

Each section will be numbered (1, 2, 3 etc.) with each subsection also being numbered (e.g. 1.1, 1.2, 1.3 etc.).

Suggested structure for a report

Title

- Choose a concise and informative title
- If your tutor has given you a title for the report, remember to stick closely to the topic

Abstract

- A summary of the entire report including conclusions
- No more than 150 words
- Write the abstract last

Contents

- Informative headings and sub-headings
- Use hierarchical ordering and numbering

Introduction

- Outline question addressed in report
- Describe the aims of the report
- Introduce **hypothesis**

Research Methods

- Procedures followed & methods used
- Why you chose to use these methods
- Who participated

Results

- Present your findings
- Make your results clear and easy to understand

Discussion/ Conclusion

- What can be learned from your results?
- Were your results as you expected?
- Any recommendations? Future research?

References/ Bibliography

- Include a reference list with details of any sources you have referred to in your report
- Use the Harvard referencing style

Appendices

- Information that will not fit into the main report text (e.g. questionnaires, interview transcripts)
- Reference appendices from an appropriate point in the report

Essay Writing

Interpretation

What is the question asking me?
What are the key words?
Does the question have several parts?
How much depth should I go in to?

Research

Books; Journals/magazines; Websites; Online databases
Ask a librarian or see our guides on **Research Methods** for more tips

Planning

Brainstorm → Select ideas to use →
Plan conclusion → Plan argument/paragraphs

Writing

Use your plan
Write in one go
Avoid repetition
Allow for new ideas

Checking/Changes

Have a break then re-read what you've written
Does it make sense?
Is the writing clear?
DOES IT ANSWER THE QUESTION?

Why write essays?

- Forces you to organise your thinking and develop your ideas
- Gives feedback on how well you understood the topic and your strengths/weaknesses
- Use it for revision for exams
- Gives you an opportunity to use and demonstrate your analytical and creative skills

Revising for exams?

Use your completed essays, assignments & class notes to help you.

Active revision –

- Rewrite notes – make notes from texts
- Re-read completed essays and tutor feedback
- Reflecting/Thinking about class notes
- Work through sample questions
- Create your own exam questions to work through – swap questions with a friend