Report Writing

This guide is to highlight common features in written reports. It is advisable to check with your lecturer to find out what others should be included. Please note that universities or examination boards may have different requirements.

Format of a Report

- **Font type:** Times New Roman  **Size:** 12
- **Title and headings:** Times New Roman and in **bold**  **Size:** 14
- **Line spacing:** 1.5
- **Alignment:** Justified
- All written work must be proofread.

Report Writing

A report is a systematic, well organised document which defines and analyses a subject or problem, and which may include:

- introduction to the issue or problem of research
- interpretation of the significance of the issue (background information)
- analysis and evaluation of the facts or information related to the research
- discussion of the outcomes of a decision or course of action
- appropriate conclusions based on the findings or analysis of the report.
- practical and useful recommendations

Report Components

- **Title page**
  - The title page is presented on a separate page title which includes the subject name and code, topic selected, due date, student name, student number and lecturer name.
  - Avoid “Fancy” fonts and effects
  - Don’t include any clipart.

- **Table contents**
  - This should be on a separate sheet of paper listing the contents chronologically by page number.
  - The titles of each section should be informative.

- **Introduction**
  - It should be a brief, accurate background for the body of the report.
  - It explains the purpose, scope and methods used.
  - It outlines the term of reference.

- **Body of report**
  - It consists of information which is supported by examples and evidences obtained from your readings.
  - This information is presented under appropriate headings and subheadings.
  - It is ordered in a logical manner to facilitate the readers’ understanding of the report.

- **Conclusions**
  - Briefly summarises the main ideas that have been established in the body of the report.
  - It is written in a concise manner and should not include any new information or ideas.

- **References**
  - A list of the publication details of all source materials referred to in the report.
  - This list should be arranged in alphabetical order by using the correct referencing style.
  - The selected referencing style must be used consistently throughout the report.

- **Appendices**
  - It consists of any supporting evidence which is not possible to include in the body of the report.
  - For example, the calculation spreadsheet or graphics.

This document is adapted from: