



SLU CALM Resources

Academic Writing

Writing Reports

Reports look different to essays. A formal, traditional essay has no headings, a report is full of headings and section numbers, and subheadings and subsection numbers. A research report may have the following sections, usually in the order given:

Title page

Summary (this is on a separate page)

This must be a summary of the whole report. It will possibly contain a small paragraph giving purpose and scope, another small paragraph covering the type of analysis conducted and main findings, and a final paragraph mentioning the main conclusion, which may be the most important recommendation.

Table of Contents (this is on a separate page). The sections and subsections will need to have page numbers in a neat column on the right hand side of the page.

1.0 Introduction

Usually this will contain a statement of purpose, a brief outline of what is in the report, and perhaps issues that are not, some background, and the main sources of information (if other than library sources).

2.0 Point 1 of Body (this is not an appropriate heading). This may be where you present your review of the literature.

2.1 Sub-heading, if necessary

2.2 Sub-heading

3.0 Point 2 of Body. This may be Methodology, depending on the type of report and the assessment task.

3.1 Sub-heading, if required

4.0 etc

5.0 etc

If this were a scientific report, then there would be section titled **Results**, followed by a Discussion section.

6.0 Recommendations, if appropriate

7.0 Conclusion

This section must answer the purpose as stated in the Introduction, summarized the findings of the research, provide a concluding statement, and not add any new information.

References

Glossary: if a significant number of technical terms have been used in the report and they need to be explained.

Appendices: all appendices must be referred to in the text, and be designated by a letter and a title eg. Appendix A Interview Questions.