A Basic Report Structure

**Title**

**Author**

**Date**

**Summary**

A brief (one paragraph) account of what the report contains including conclusion/recommendations

*Do your summary last*

**Contents**

1. Introduction 1
2. Type your chapter heading 2
   2.1 Section heading 3
     2.1.1 Subheading 5
     2.1.2 Subheading 7
   2.2 Section heading 12
3. Type your chapter heading etc

**Introduction**

A brief (one paragraph) explanation of:

- Terms of reference
- Aims and objectives
- Methods used in the investigation
- Necessary background information
- Definitions of abbreviations
- Acknowledgements

(You will probably find it easiest to do this page at the end.)

**Main Body**

- Logical sections with clear headings.
- Section numbers next to headings.
- Figures/diagrams/charts.
- Essentials only – background information can go in the appendices.
- Written in a clear, brief and direct style.
- Written in the passive voice (not I, we, you) “The survey was carried out” not “I carried out the survey.”

**Conclusion**

- Draws together your findings.
- Tells the reader which findings you consider to be most important.
- Explains what you believe to be the significance of your findings.
- Shows whether your hypothesis (if you had one) was correct.

You may wish to suggest areas for further research.

**Recommendations**

- A numbered or bulletted list of things you believe should happen. These must logically relate to the findings in your report.
- It’s not always necessary to include recommendations.

**Appendices**

(Documents which add to the reader’s understanding of the report)

- Numbered and listed in the contents.
- Referred to in the appropriate section of the report.
- No need to wordpress appendices.

**Bibliography**

- Harvard system unless told otherwise: (AUTHOR LAST NAME, first name (DATE), Full Title, where published, name of publisher.
- All sources cited including Internet.
- References should be traceable – somebody reading your report may want to follow up one of your references; they must be able to find it from what you’ve written.