

Report

A report is an informative formal piece of writing concerning a particular person, place, situation, plan, etc.

It is slightly different to an essay in the sense that it is a **far more formal and professional** way of conducting an analysis of your topic.

statement of the results of an investigation or of any matter on which **definite information** is required - Oxford English Dictionary

Types of Report

Laboratory report This type of report conveys and analyzes the results of a **scientific experiment**.

Business report This analyzes a situation and uses **business theory** to provide solutions or recommendations.

Case study report This examines a **real-world situation** (the 'case') and analyzes it using appropriate theory (the 'study').

Project report This briefly discusses **project's** objectives, budget, & outcomes

Research report his gives the **results** of research which has been conducted, for example through surveys (via questionnaires or interviews).

Progress report This informs a supervisor about progress on a project over a certain period of time.

Design report This report is used by engineers and describes and evaluates a **design** used to solve a particular problem.

Field Report Phenomena under study

These reports are used so that:

New ideas can be realized

Point-of-view can be known and learned to be accepted

Decisions can be made to help influence people's choice

Alternative recommendations become available in crucial decision-making

Essential Elements of a Report

Title Page may include report title, purpose, writer's name and affiliation (school or company)

Table of Contents pages are in cascading order

List of abbreviations and/or glossary

Executive summary / Abstract brief overview that stands alone

find info "at a glance"

summarize each section of report in 1-2 sentences

sometimes follows a required word count

Introduction introduces topic and its background and significance

identifies specific problem

defines any important terms used

Body/Methodology includes results and discussions

treatment of problem is divided into different aspects

definition of problem, analysis of its features, stages, and/or causes, & proposals for diff. ways of managing the problem

Essential Elements of a Report (cont)

Conclusion summarizes report's main points

no new info here

Recommendations present specific suggestions for action that arise from the analysis and findings of the report

Bibliography/Reference list alphabetical order

Appendices table/figure/material that is too long but necessary

numbered and titled

included in table of contents