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 specfic 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