Report Writing 2: The Structure
Report Structure

May include:
- Abstract/Executive summary
- Table of contents
- Introduction
- Methods/Procedures
- Results
- Discussion
- Conclusion/Recommendations
- References
- Appendices
Abstract/Executive summary

Provides a very brief overview of the entire research and findings.
Table of contents

Even if this is not mentioned in your criteria, it is useful to have to signpost to your lecturer.
Introduction

Gives the purpose of the report, aims and objectives, background.
Methods/Procedures

Describes what was done to collect evidence.
Results

Presents factual data, stating what has been achieved.
Discussion

Considers what could be done with the research findings.
Conclusion/Recommendations

Makes recommendations for action and summarises the important points.
References

Needed - as with every piece of academic work.
Appendices

This could include transcripts of interviews, raw data etc. This can be useful to save your word count.

<table>
<thead>
<tr>
<th>Trial</th>
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<th>Brand Y - number of chips in 3 cookies</th>
</tr>
</thead>
<tbody>
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</tr>
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</tr>
<tr>
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<table>
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</thead>
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<td>17.2</td>
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</tbody>
</table>
Different structures
Structure can vary according to subject matter
You might need to decide your own sub-headings
You might be given a very specific structure to follow
References and resources

378.170281/COT


808.02/REI
Found this useful?
Why not look at the Learning Hub’s guidance on other learning topics...

- Academic skills
- Advanced skills
- Presentations
- Referencing
- Researching
- Writing