

### 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 <b>scientific experiment</b> .                                           |
| Business report   | This analyzes a situation and uses <b>business theory</b> to provide solutions or recommendations.                                 |
| Case study report | This examines a <b>real-world situation</b> (the 'case') and analyzes it using appropriate theory (the 'study').                   |
| Project report    | This briefly discusses <b>project's</b> objectives, budget, & outcomes                                                             |
| Research report   | his gives the <b>results</b> 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 <b>design</b> 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                                 | may include report title, purpose, writer's name and affiliation (school or company)                                       |
| Page                                  |                                                                                                                            |
| 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/Meth-odology                     | 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                                                                   |