

[TYPE THE COMPANY NAME]

Report Template

[Type the document subtitle]

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[Pick the date]

1. Executive Summary

The **executive summary** provides a **synopsis** of the report. It should include:

- A statement on the ***purpose*** of the report – what it sets out to achieve
- A brief outline of the ***scope*** of the report and/or research ***methodology***
- An outline of the ***major issues or findings*** covered in the report
- An outline of the ***major conclusions and recommendations*** of the report.

The executive summary should not include new information nor should it be used as an introduction to the report.

As the executive summary is a summary of the report, it should ALWAYS be the LAST section of the report written

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2. Introduction or Background

It may include an outline of the **terms of reference** or the reasons for the decision to write the report (see below).

Explain the background to the issue/problem/topic (this could be the history, etc. that helps us understand the issue/problem/topic).

What are the different points of view/opinions about the issue/problem/topic?

What is likely to happen in the future?

This report was requested by a number of students having difficulty understanding how to write a report.

This report aims to give students a plan to follow when preparing their material and an example of the layout of a report.

The material for this report was gathered from various books and web sites which will be referred to later. This format is not the only way to write a report.

It is written especially for students undertaking Academic English. However it can be a useful guide to any student in any subject.

3. Scope of Report or Research Objectives

Outline the purpose of your report.

The scope of the report should define major issues or research objectives to be addressed by the report.

If in doubt, ask you teacher. They may be able to help you find the right place to look for information.

4. Research Methodology

Most reports will include:

- 4.1 **primary sources** of information – *surveys, questionnaires*
- 4.2 **secondary sources** of information – *books, internet*

This section needs to detail how the information for the report was obtained and any limitations. The place to start is in your own head. How much do you already know about the topic? Write everything down.

Use the library. Not just the internet. There are books, magazines, newspapers, and staff to help you. Take notes and organise the information in a folder.

Remember to write down all the information about any book or web site, etc. for the bibliography: **author, title, date published, publisher and place published** (see Appendix B of this report).

Note taking skills are necessary when reading information and you must **summarise** much of that information.

5. Detailed Findings

The largest section of the report – it will contain all the information and analysis, including tables, charts and diagrams.

The body must be divided into **logical sections and subsections with headings identical to those in the Table of Contents.**

It will include headings and sub-headings which reflect the contents of each section.

Although a report starts with a synopsis do not start writing it until AFTER you finish the introduction, body and conclusion in that order.

5.1 FIRST DRAFT

Divide the body of the report into headings and subheadings, so each section can be written on its own. This makes the task seem easier.

Use the passive voice (revise this section of *English on Cue, Module 5*). Use short sentences and simple, formal language. Include pictures if you want to make it more interesting e.g. "Diagram 2 shows that....."

Use your computer's spell check and print preview where possible. Plan the pages carefully. Careless layout will lose marks. Check grammar and punctuation.

When referencing a book, etc. in your writing remember quoting directly must use quotation marks e.g. "There are many reasons why people visit Australia....." (Smith 2012).

Indirect quotes (paraphrasing): Smith (2012) says there are many different reasons people want to visit Australia.

Save two copies: one on your computer and one on a USB. Lost work means starting again.

5.2 SECOND DRAFT

Producing the second draft is not hard once your first draft of the report is edited, typed and saved.

6. Conclusion and Recommendations

This is a summary of the main findings of the report, especially those that are for the reader/client.

Conclusion should tell what the detailed findings mean for the reader/client in relation to the scope of the report or research objectives.

The **recommendations** should list the action that you recommend should be taken based on these conclusions.

6.1 CONCLUSION

It is hoped this guide will benefit students in at least two ways. Firstly, to give a step by step method to report writing. Secondly, it is to be used as an example of report writing.

The process of report writing is obviously a long and complex one. Each step should be completed before moving on to the next one. Do NOT put off starting to research and write just because it is difficult.

Make sure the information in the report is relevant to the topic and discusses the issues mentioned in the introduction.

6.2 RECOMMENDATIONS

- + Take one step at a time
- + Do not waste time
- + Use all the resources available
- + Talk to your teacher if in doubt
- + Start now

7 BIBLIOGRAPHY

The **bibliography** is an alphabetical list of references used in preparation of the report

Students should refer to their textbook for guidelines on how to correctly reference information sources.

Jordan, R.R (1990) *Academic Writing Course*, Collins ELT, London.

Mangubhai, Francis and Pritchard, R (1996) *English on Cue*, USQ, Toowoomba.

<http://www.epa.vic.gov.au/ecologicalfootprint/globalfootprint/index.asp>

APPENDIX

The appendices section is for material that is relevant and is referred to in the report, but is too long or is not necessary to be included in the body of the report.

Examples: Questionnaire

Appendices to be labelled: Appendix A, Appendix B etc.

WRITING A BIBLIOGRAPHY

Take careful note of the order in which the information appears below – alphabetically! The format is different for books, magazines and internet. Most entries begin with an author but if not then the title, etc. is shown.

1.0 BOOKS

Author's family name, initial or first name, (date of publication), *title in italics*, name of publisher, place where published.

Barron, M L (2010) *Business Finance*, McGraw-Hill, Sydney.

Kitchen, P D (Ed.) (1997) *Business Law: Fundamentals*, Thompson, London.

Brown, M and White, P (2000) *Writing Assignments*, Thomas Nelson, Melbourne.

2.0 JOURNALS/MAGAZINES/NEWSPAPERS

Author's family name, initial or first name, (date of publication), "title of article", *name of journal in italics*, volume number, (issue number), pp. numbers.

Smith, B (2002) "Can you write an essay?" ,*Education Times*, 64, (10), pp. 24-28.

Mitchell, Ben (2000) "Students fail English test", *Xin Hua*, 13 September, p. 5.

3.0 Web Sites

Author's family name, first name/initial, (date of publication), *title of page in italics*, URL, date accessed. Or

Title of page, URL, date accessed.

Quinion, M, (1996) *Citing online sources. Advice on online citations formats* <http://www.worldwidewords.org/articles/citation.htm> (Accessed 7.9.2013)

Information resource, www.immi.gov.au/visas (Accessed 20/10/2012)

