

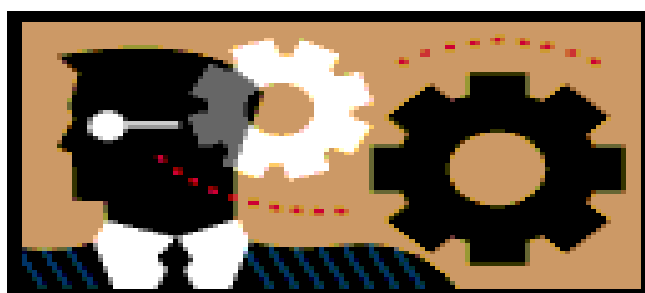
In a report you can indicate the structure clearly by using sub-headings for each section. Each section has a distinct purpose. Sometimes the reader may want to read one section of your report only so each section must contain the type of information the reader expects to find in that section.

Reports differ from essays in reader/writer relationship

Often you are writing your report not only for your lecturer to read, but also for an imagined client in the business world. You should use language that is as clear and direct as possible as you need to imagine you are writing for very busy people. Your language also needs to be on the one hand respectful, because your reader is your 'client' or 'employer', but, on the other hand, it needs to be authoritative, because you are the one with expert knowledge. When you are writing an essay, in contrast, your reader is your lecturer or your tutor. Your relationship with your lecturer or tutor is more like that of an apprentice with a master. You want to display the extent to which you are learning to write about issues in the way that relationship with your lecturer or tutor is like that of an apprentice with a master.



Section	Contents	Notes
TITLE PAGE	The title of the report Student's name and ID Course Tutorial time Tutor's name Date	<i>A title page is almost always required but the details of what you write might vary. Sometimes your tutor supplies you with a title page.</i>
LETTER OF TRANSMITTAL	This is a very brief covering letter to the person who requested the report. It indicates the terms of reference, the scope of the report and the problems addressed. It is a record of the transmittal of the report, identifies the writer and other who contributed.	<i>In most of the reports you write in the Faculty this will not be necessary. You will only be required to do this for a very formal report based on a professional model, e.g. in International Business courses.</i>
EXECUTIVE SUMMARY	This is a short summary of the whole report (for busy executives to read!). It summarises the report's purpose, findings, conclusions and recommendations. It is like an abstract or a synopsis and for your assignments not more than a page.	<i>Again, this will not be necessary with short reports. Check the assignment requirements. If you need to write an executive summary, do so after you have finished your report. Make sure it is on a separate page.</i>
TABLE OF CONTENTS	This lists the main sections of the report as well as the second and third level headings with the page numbers on which each occurs.	<i>Again, you will not be required to do this for every report. It is not necessary with short reports. If you have used 'styles' with your word processor for your headings then you can get your word processor to insert the Table of Contents (TOC) for you.</i>



BODY	<p>This is the main part of your report. The sections will vary according to the type of report.</p> <ul style="list-style-type: none"> Background information Theoretical framework Review of literature Methodology Findings Discussion of findings 	<p><i>You will not necessarily have all these sections in all reports. The assignment question will often indicate which sections you should have. Use a subheading and/or numbers for each section. In most reports you write at university the theoretical framework is very important. First you present a theoretical framework, then your research findings, and then a discussion of your findings in the light of the theoretical framework. Your findings are facts, but your discussions are opinions. Your language should reflect this difference.</i></p>
CONCLUSION	<p>The conclusion provides a summary and evaluation of the report's findings with the key recommendations. It may also identify the limitations of the report.</p>	<p><i>You will always need to write a conclusion. As with discussion of your findings, the language you use in your conclusion will be appropriately qualified.</i></p>
RECOMMENDATIONS	<p>The recommendations are a summary in point or numbered form of solutions or courses of action that follow logically from your interpretation of your findings.</p>	<p><i>You will not always be required to list recommendations in a separate section. Recommendations are usually 'should' statements. They are specific, indicating who should do what, where, when, how, and (sometimes) at what cost.</i></p>
APPENDIX	<p>This is where you put charts, tables and other information that is too detailed to put in the body of your report.</p>	<p><i>If the tables and charts are very important you may need to include them in the body of the report.</i></p>



