Reports

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Types of reports

Reports are written for different purposes. They therefore contain different information and structures, including headings and subheadings, and these form the outline of the report. The table below shows the sections commonly found in these types of reports.

Common report structures

Short report

- Title page
- Introduction
- Discussion
- Recommendations
- References

Science report

- Title page
- Introduction
- Method & materials
- Results
- Discussion
- Conclusion
- Appendices
- References

Business report

- Title page
- Executive summary
- Table of contents
- Introduction
- Discussion
- Conclusion
- Recommendations
- Appendices
- References

Engineering report

- Title page
- Executive summary (optional)
- Introduction
- Objectives
- Analysis
- Discussion
- Recommendations & action plan
- Conclusion
- Appendices
- References

Research report

- Title page
- Executive summary
- Introduction
- Method / methodology
- Results / findings
- Discussion
- Conclusions
- Recommendations
- Appendices
- Bibliography

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[The research report](#)

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