

Report Writing Workshop

	Essays	Reports
Purpose?		
Audience?		

Report Sections – Do I need	
Title Page?	
Executive Summary?	
Table of Contents?	
Introduction?	
Body – Discussion? Method/Results/Discussion? Objectives/Analysis/Discussion?	
Conclusion	
Recommendations?	
Appendices?	
References	

Useful resources:

- HELPS website <http://www.ssu.uts.edu.au/helps/resources/writing/report.html>
- Library: <http://www.lib.uts.edu.au/sites/default/files/attachments/page/Academic%20Writing%20Guide%20Part%202%20-%20Assignment%20Types.pdf>
- RMIT – examples of different sections of a research report: https://www.dlsweb.rmit.edu.au/lisu/content/2_AssessmentTasks/assess_tuts/reports_LL/types.html
- University of Wollongong summary page: <http://unilearning.uow.edu.au/report/6a.html>
- More samples of reports for different faculties Eg scientific, technical, business etc <http://unilearning.uow.edu.au/report/2bii1.html>
- Monash University – example of a case study report <http://www.monash.edu.au/lls/llonline/writing/general/report/1.xml>

	Essays	Reports
Purpose/Audience	To convince the reader that <u>your viewpoint about an idea is valid</u> and supported by relevant research Audience is your lecturer	To <u>present information in a logical way about a problem or situation you have investigated</u> . In the workplace, this aids decision making. Audience is your lecturer in place of your manager, client(s) or colleagues.

Report Sections – Do I need	
Title Page?	Report title Your name and name of who it is for Submission Date
Executive Summary?	Overview of everything in your report – eg. Purpose; Method/Results/Discussion; Conclusion and Recommendations
Table of Contents?	List of numbered sections (headings/subheadings) and page numbers.
Introduction?	Background to topic/area of interest; purpose; outline of report's structure
Body – Discussion? Method/Results/Discussion? Objectives/Analysis/Discussion?	Headings and Subheadings which reflect the contents of each section. Make sure headings are written in parallel language form. For a research report, results section should present findings and discussion section should interpret them.
Conclusion	States the answer to the original question/purpose of the report. Answer is drawn from the discussion.
Recommendations	Indicates any further work that needs to be done or identifies the alternative you think best solves or improves the problem
Appendices?	Information that supports your report but is not essential to its explanation. You must refer to your appendices in the body of your report.
References	List of reference material consulted during your research or investigation.