

# Report structure overview

<b>Preliminary information</b>	Business report	Laboratory report	Research report	Technical report
<b>Letter of Transmittal</b> This is a brief letter attached to a longer reports to introduce the reader to the purpose. It is common in reports written in the workplace.	<i>Common</i>	<i>Less common</i>	<i>Less common</i>	<i>Common</i>
<b>Title page</b> This includes the title, your name, the name of the reader and the completion date.	<i>Common</i>	<i>Common</i>	<i>Common</i>	<i>Common</i>
<b>Acknowledgments</b> You should mention the names of people and organizations that contributed to or supported your research.	<i>Common</i>	<i>Less common</i>	<i>Common</i>	<i>Less common</i>
<b>Executive Summary or Abstract</b> This is a summary of the scope and purpose of your report, your methodology, main findings, and their significance.	<i>Common</i>	<i>Less common</i>	<i>Common</i>	<i>Common</i>
<b>Table of Contents</b> This lists everything contained in the report excluding the Title page and the Table of Contents page itself. Page numbers must be included for every section listed.	<i>Common</i>	<i>Less common</i>	<i>Common</i>	<i>Common</i>
<b>List of Illustrations/Tables of figures</b> These are placed after the Table of Contents on a separate page.	<i>Common</i>	<i>Less common</i>	<i>Common</i>	<i>Common</i>

<b>Body</b>	Business report	Laboratory report	Research report	Technical report
<b>Introduction</b> This includes the aim, research question/hypothesis, background, outline, and scope. Reports without a Literature Review may review important research.	<i>Common</i>	<i>Common</i>	<i>Common</i>	<i>Common</i>
<b>Literature Review</b> This is an overview of the published sources relevant to the research. It establishes the context, the importance of the topic, and the knowledge gap you are filling.	<i>Less common</i>	<i>Less common</i>	<i>Common</i>	<i>Less common</i>
<b>Method &amp; Materials/Procedure</b> This describes the investigation. It may include the approach, theoretical framework, process, equipment, participants, or analysis.	<i>Less common</i>	<i>Common</i>	<i>Common</i>	<i>Less common</i>
<b>Findings/Results</b> This presents the results of the investigation. It is logically organized with clearly labelled headings, sub-headings and graphics.	<i>Common</i>	<i>Common</i>	<i>Common</i>	<i>Common</i>
<b>Analysis/Discussion</b> This interprets the results and how they answer the research question(s). It explains unexpected results, limitations, and links to theory or other research.	<i>Less common</i>	<i>Common</i>	<i>Common</i>	<i>Less common</i>
<b>Conclusions</b> This briefly reviews the important outcomes. It may explain the significance of the findings and may include implications for future research or practice.	<i>Common</i>	<i>Common</i>	<i>Common</i>	<i>Common</i>
<b>Recommendations</b> These are included if your research aims to solve a problem. Recommendations can be numbered and placed in priority order.	<i>Common</i>	<i>Less common</i>	<i>Less common</i>	<i>Common</i>

<b>End Matter</b>	Business report	Laboratory report	Research report	Technical report
<p><b>Appendices</b> This section includes materials such as raw data, details of surveys or copies of questionnaires. Each appendix must be separately identified, such as <i>Appendix A: Maps</i> or <i>Appendix B: Transcripts of Interviews</i>.</p>	<i>Common</i>	<i>Common</i>	<i>Common</i>	<i>Common</i>
<p><b>Reference List</b> This section should all published sources that you have referred to in your report. Check the <a href="#">referencing style</a> required by your lecturer.</p>	<i>Less common</i>	<i>Less common</i>	<i>Common</i>	<i>Common</i>
<p><b>Glossary</b> If your report uses terminology that is specialized, providing a list of these terms and their meanings will help readers from outside your discipline.</p>	<i>Less common</i>	<i>Less common</i>	<i>Common</i>	<i>Common</i>
<p><b>Abbreviations</b> If you use many abbreviated terms in your report, you should provide a list to help your reader.</p>	<i>Common</i>	<i>Less common</i>	<i>Common</i>	<i>Common</i>