

Report structure

Preliminary information	Business report	Science laboratory report	Research report
Title page This includes the title, your name, the name of the reader and the completion date.	<i>Common</i>	<i>Common</i>	<i>Common</i>
Acknowledgments You should mention the names of people and organizations that contributed to your research and analysis here.	<i>Common</i>	<i>Common</i>	<i>Common</i>
Table of Contents 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>
List of Illustrations/Tables of figures These are placed after the Table of Contents on a separate page.	<i>Common</i>	<i>Less common</i>	<i>Common</i>
Executive Summary or Abstract This is a summary of the scope and purpose of your report, your methodology, main findings, and their significance.	<i>Common</i>	<i>Common</i>	<i>Common</i>

Body	Business report	Science laboratory report	Research report
Introduction This sets the context for the report. It includes the aim, research question(s) or hypothesis, background information, outline, and scope. Reports without a Literature Review may include an overview of important research on the issue.	<i>Common</i>	<i>Common</i>	<i>Common</i>
Literature Review This is an overview of the published sources relevant to the research. It establishes the context, shows the importance of the topic, and identifies the issue or knowledge gap you are filling.	<i>Less common</i>	<i>Less common</i>	<i>Common</i>
Method & Materials/Procedure This section describes the investigation. It clearly explains what was done and how. It may include the approach, theoretical framework, process, equipment, participants, or analysis.	<i>Less common</i>	<i>Common</i>	<i>Common</i>
Findings/Results This section presents and explains the results of the investigation. It is logically organized with clearly labelled headings and sub-headings. It may contain graphics with data clearly presented and explained.	<i>Common</i>	<i>Common</i>	<i>Common</i>
Analysis/Discussion This section interprets the results. It shows how the findings answer the research question(s). It may also explain error, unexpected results or limitations, and draw links to theory or other research.	<i>Less common</i>	<i>Common</i>	<i>Common</i>
Conclusions This section 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>
Recommendations 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>

End Matter	Business report	Science laboratory report	Research report
Appendices 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> .	<i>Common</i>	<i>Less common</i>	<i>Common</i>
Reference List This section should all published sources that you have referred to in your report. Check the referencing style required by your lecturer.	<i>Common</i>	<i>Common</i>	<i>Common</i>
Glossary If your report uses terminology that is specialized, providing a list of these terms and their meanings will help your reader.	<i>Common</i>	<i>Less common</i>	<i>Common</i>
Abbreviations If you use many abbreviated terms in your report, you should provide a list to help your reader.	<i>Common</i>	<i>Less common</i>	<i>Common</i>