



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

200
1822 - 2022

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales



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Asynchronous Learning – Report Writing

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Foreign Languages & Cultural Awareness (BMIH5003)

Content



WHAT IS A
REPORT?



REPORT
WRITING



REPORT
STRUCTURE



REFERENCING



ACADEMIC
SUPPORT

Report Writing

- Report Writing Basics
- Report Structure
- Referencing and Academic Support



Report Writing Basics

- Use bare facts – no place for your opinion
- Give evidence for every claim you make (in-text citations + reference list)
- Add sub-headings, tables and figures where appropriate
- Formal language only -> third-person!

Steps to writing a report:

1.		analyse the assessment task
2.		brainstorm your ideas
3.		research your topic
4.		organise your information
5.		write an outline
6.		write a first draft
7.		re-write to improve the draft
8.		edit and proofread

Structure

Executive Summary

Content Table

Introduction

Main Body

Conclusion

Recommendations

References



Cover Page

- Add a cover page with your name, student ID, submission date, assignment title and module name/code
- MS Word offers free templates for you to use. Use the following path to access those:

Insert -> Pages -> Cover Page -> *Select*

Executive Summary

- An Executive Summary is an abstract of your work
- Summarise your key findings
- Present your conclusions
- Do not confuse the Executive Summary with the Introduction! Picture the following scenario:



You have prepared a report for the General Manager. The GM is due to attend a meeting and has only 5 minutes to read your report prior to their meeting. By reading only the executive summary, the GM should be able to know what the report is about, what the main findings and your conclusions are!



Content Table

- A professional content table consists of headings and sub-headings with corresponding page numbers
- Detail and consistency is key!
- MS Word offers free templates for you to use. Use the following path to access those:

References -> Table of Contents -> *Select*



Introduction

- Introduce your subject area or research topic to the reader in a way that they know what the subsequent report is about
- Include appropriate facts and figures or statistics to make your work more interesting
- In-text citations needed

Main Body



This part is the biggest “chunk” of your work



Your main body needs to be well-structured -> use headings and sub-headings where appropriate



Provide analysis and discussion (this is where the marks are at!)



Include figures, graphs, tables if relevant



In-text citations needed



Conclusion

- This part wraps up your report
- Summarise your main findings without introducing any new facts or information
- Make valuable conclusions
- In-text citations needed



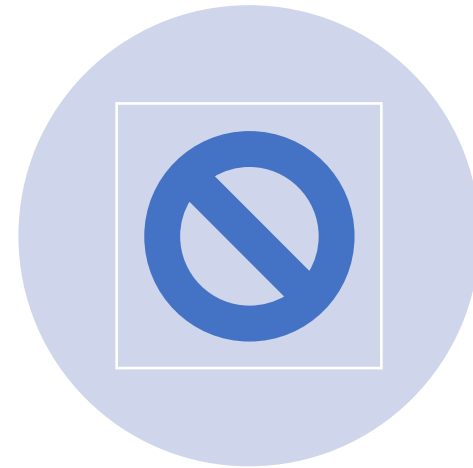
Recommendations

- Present your recommendations to the reader
- Often mistaken for the **Conclusion** or presented before the **Conclusion!**
- Ensure your proposed recommendations are relevant to the subject area
- Recommendations can be presented in bullet point format.

Reference List



INCLUDE ALL YOUR REFERENCES IN
ALPHABETICAL ORDER



YOU MUST GIVE CREDIT TO ALL YOUR
SOURCES/AUTHORS TO AVOID PLAGIARISM AND
AN ACADEMIC MISCONDUCT INVESTIGATION

Proofread Your Work!



- Make sure you read through your report prior to submission
- This will help you eliminate any spelling mistakes and diminish logical errors
- Rewrite any parts where necessary to avoid repetitive wording
- Stick with the word count (+/- 10%)
- Submit to the correct submission links

Referencing: Do and Don'ts

Do

- Credible newspapers
e.g. The Financial Times
- Credible websites
e.g. Forbes, VisitBritain
- Credible magazines
e.g. The Caterer

Don't

- Wikipedia
- Tabloids
e.g. The Sun, The Daily Mirror
- “dodgy websites”

Academic Misconduct

- UWTSD has a strong commitment to academic integrity which reflects the University's core mission
- Academic Misconduct will not be tolerated in any shape or form
- If a submission is deemed suspicious, the student will be invited to a Viva prior to a potential investigation by the Academic Office (AO)
- Do not work in teams – if you are found to share your work with another student, you might also be investigated.



PLAGIARISM

Academic Support

InfoSkills

- Finding and using information
- Referencing and plagiarism

infoskills@uwtsd.ac.uk

Study skills support is available to all University of Wales Trinity Saint David students who need assistance with their studies.

- Academic writing
- Avoiding plagiarism
- Critical thinking
- Exam revision
- Planning and organisation
- Presentation skills
- Referencing
- Researching

studyskillsdistance@uwtsd.ac.uk

The image features a dense, 3D-rendered field of question marks. Most of the question marks are a dark, charcoal gray color and are scattered across the frame, creating a textured background. In the center of the image, a single question mark stands out prominently, rendered in a bright, metallic yellow color. This central yellow question mark is slightly larger and more sharply focused than the others. Overlaid on this scene is the text "Any questions?" in a clean, white, sans-serif font. The text is positioned horizontally across the middle of the image, with the central yellow question mark acting as a visual anchor for the text.

Any questions?



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I look forward to seeing you next week.

If you have any questions in the meantime, please send an email from your student account.

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