

Academic Skills Report Writing

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Aims & Objective

Aim: Learning to write a report according to set conventions that contains evidence of independent investigatory work.

Objectives:

- Understanding the difference between a formal report and other forms of writing (essay)
- Understanding the report formats (business reports, case study, laboratory report)

Difference between Essay & Report

	Essay	Report
Purpose	Argues <u>a position</u> in response to an issue or a proposition, drawing conclusions about it.	Presents information (facts) and analysis about a problem, and often suggests a solution
Structure and Format	Introduction, body and conclusion. Cohesion is achieved by the flow between paragraphs, and strong paragraph structure. Dot points are not appropriate because an essay aims to provide a more reflective reading experience	Usually Preliminary pages, including an executive summary and table of contents. Has clearly divided sections with numbered headings (and often sub-headings); cohesion (“flow”) of ideas is often achieved by the logic of these headings. Brief paragraphs and dot points are acceptable so the reader of a report can extract information quickly. Tables and figures are often included as a way of showing information quickly and easily. Often makes recommendations.

(University of Newcastle, 2016)

Academic Report

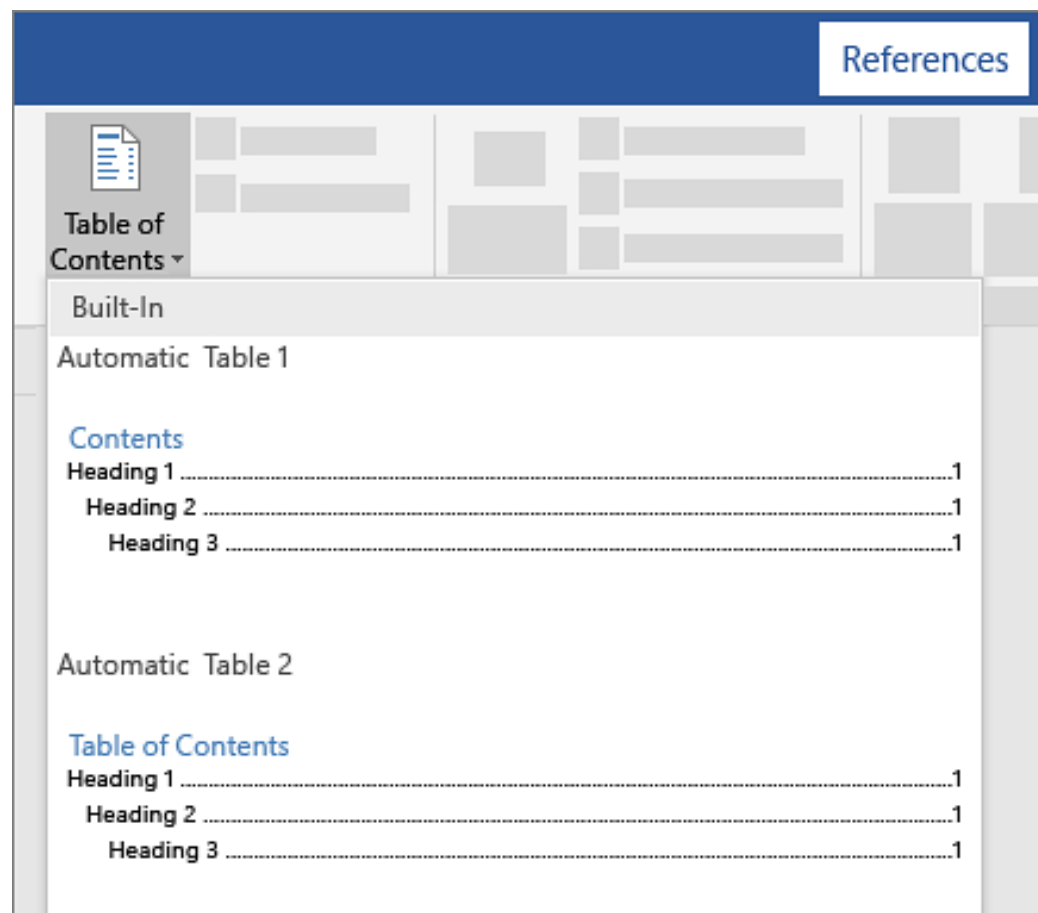
Report

- ✓ Cover Page
- ✓ Table of Content
- ✓ Executive Summary
- ✓ Introduction
- ✓ Literature Review
- ✓ Methodology
- ✓ Findings
- ✓ Recommendation
- ✓ Conclusion
- ✓ References
- ✓ Appendices

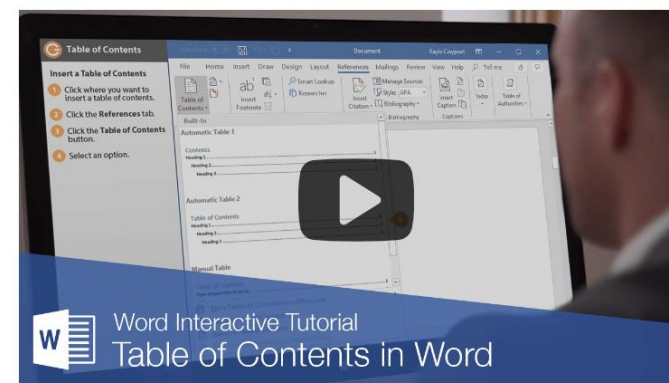
Cover Page

- Title
- Subtitle
- Author
- Author's Title
- Company Name/Logo
- Date of Completion/Submission

Table of Content



- Headings
- Sub Headings
- Page Numbers



Executive Summary

- The name, location, and mission of your company
- A description of your company, including management, advisors, and brief history
- Your product or service, where your product fits in the market, and how your product differs from competitors in the industry
- Financial considerations, start-up funding requirements, or the purpose behind your business plan — mention what you hope the reader will help your company accomplish



Introduction

1. Discuss the importance or significance of the research or problem to be reported
2. Define the purpose of the report
3. Outline the issues to be discussed (scope)
4. Inform the reader of any limitations to the report, or any assumptions made.

➤ **Tip One** – write it last

➤ **Tip Two** – keep it short

➤ **Tip Three** – include all the relevant

➤ **Tip Four** – don't include jargon or abbreviations in your introduction

Literature Review

A literature review demonstrates to your reader that you are able to:

- Understand and critically analyse the background research
- Select and source the information that is necessary to develop a context for your research

It also:

- Shows how your investigation relates to previous research
- Reveals the contribution that your investigation makes to this field (fills a gap, or builds on existing research, for instance)
- Provides evidence that may help explain your findings later

How do I get started?

1. Start by identifying what you will need to know to inform your research:
 2. What research has already been done on this topic?
 3. What are the sub-areas of the topic you need to explore?
 4. What other research (perhaps not directly on the topic) might be relevant to your investigation?
 5. How do these sub-topics and other research overlap with your investigation?
 6. Note down all your initial thoughts on the topic. You can use a spidergram or list to help you identify the areas you want to investigate further. It is important to do this before you start reading so that you don't waste time on unfocussed and irrelevant reading.
- (University of Reading, n.a.)

Descriptive Summarises what other people have found without saying what these findings mean for your investigation. Usually a chronological list of who discovered what, and when.	Analytical Synthesises the work and succinctly passes judgement on the relative merits of research conducted in your field. Reveals limitations or recognises the possibility of taking research further, allowing you to formulate and justify your aims for your investigation.
For example: "Green (1975) discovered" "In 1978, Black conducted experiments and discovered that" "Later Brown (1980) illustrated this in"	For example: There seems to be general agreement on x, (see White 1987, Brown 1980, Black 1978, Green 1975). However, Green (1975) sees x as a consequence of y, while Black(1978) puts x and y as While Green's work has some limitations in that it, its main value lies in"



What is a Literature Review



Findings

- FIGURES · illustrations, photos, drawings
- TABLES · lists, tables, data entry forms, statistical analysis
- EXHIBITS · other kinds of materials that don't fit into the above categories

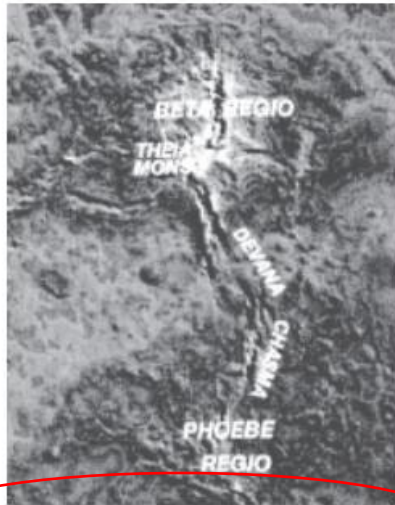


Figure 1. Venus study site at Beta Regio.

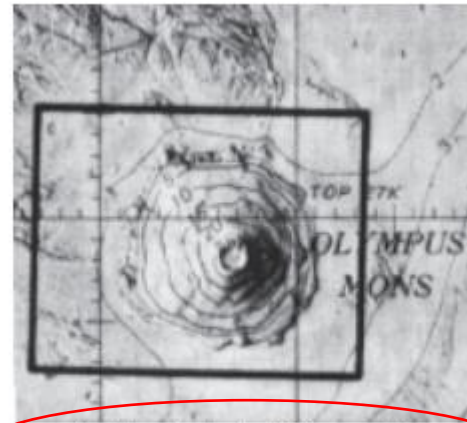


Figure 2. Mars study site at Olympus Mons.

Further Recommendations

- Recommendation for the future research
- Recommendation for the business policy / practices

Conclusion

- Summarises the key findings
- Objectives to the report





REPORT WRITING
MADE SIMPLE

CONCLUSION



Styles of writing

- ☐ Passive voice,
- ☐ Clear sentences and plain language
- ☐ Effective headings
- ☐ Paragraphing and numbering
- ☐ **Font Size 12, Arial / Calibri**
- ☐ Paragraph should be **justify**
- ☐ **Line Spacing 1.5**

Reference

Dundalk. (2022) Harvard referencing quick guide: Citing and referencing material. [Online]. Available at: <https://dkit.ie.libguides.com/harvard/citing-referencing> (Accessed: 31 Oct 2022).

University of Reading. (n.a.) *Compiling a reference list or bibliography*. [Online]. Available at: <https://libguides.reading.ac.uk/citing-references/compilingbibliography> (Accessed: 13 Nov 2022).

University of Newcastle. (2016) Report Writing. [Online]. Available at: https://www.newcastle.edu.au/__data/assets/pdf_file/0008/333773/LD-Report-Writing-LH.pdf (Accessed: 09October 2023).

Thank you!

