

The structure of a report

Unless you have been given specific instructions, it's a good idea to follow the generally accepted standard structure. Alternatively, you may be given a 'house-style' to follow. This is often the case in employment, where organisations have evolved formats which suit their purpose. Either way, the information needs to be organised logically.

The standard structure has these sections, in this order:

- title page
- summary
- contents page
- introduction
- main body of text (with sections/chapters to suit your material)
- conclusion
- recommendations
- bibliography, if appropriate
- appendix/appendices

Page layouts

- A report looks more professional if word-processed
- pay attention to headings/sub-headings, margins and spacing of sections
- avoid decorative fonts – even on the title page

Standard report structure

If you have not been given other instructions, this is suitable for student reports. The main sections are listed below, in the right order:

Title page

Show report title, author's name, date, the person/organisation for whom the report has been written. If the title is not set, create one which is brief, straightforward and factual.

If there is a limited readership – (a business report may be confidential) – it should say so on the title page.

Summary

Put the summary at the beginning of the report, to be easily accessible.

Write it as a precis, or abstract, of the whole report (including the conclusion and recommendations) – so it cannot be written until last.

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