

Report Template

There are some variations in the structure of reports, especially across different subjects. Below you will find two templates. The first covers the most common structures in Science, Engineering and Technology subjects and the second is popular in Business and Social Sciences. However, always check in your module guide on Canvas or ask your tutor to make sure this is the structure you need. We have included some short examples of academic writing for reports. For more detailed examples, click [here](#) and select the relevant subject.

Similarities between all reports

All reports need references within your text and a full reference list at the end and most will include tables, figures or images. One of the things that makes a report different to an essay is that your information is divided up into sections and sub-sections using titles and numbers.

Most reports need a contents page which shows the organisation of the report. This should list all sections and subsections and use numbering for the sections and the pages. It should also list the figures, tables and images you have included. Have a look at this one from an Events student who was asked to write a report on the differences between types of local events across the North West of England. Also check in your module guide for specific guidance:

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Science, Engineering and Technology

Section	What to include	Example extract of writing for the section
Abstract	<p>Give a short summary: what did you do? Why did you do it? How did you do it? What did you find out?</p> <p>Write this last even though it come first in the report.</p>	Here are some sample abstracts.
Introduction or Background	<p>What do you aim to find out? Define key terms or theories. Summarise relevant background reading (literature).</p>	This experiment aimed to investigate two factors affecting the heating efficiency of solar water heaters: mass flow rate and collector design.
Methods Not all of these features are relevant for all subjects so think about which you used.	<p>Step by step description of how you did the research. What apparatus did you use? How did you collect the data? Which databases did you use for resources?</p>	Six petri dishes were prepared with agar and inoculated with the bacteria. The plates were then incubated for four hours and checked every thirty minutes.
Results or Findings	<p>What did you find out? Include figures, graphs or tables, or key information from your reading.</p>	On observation of each strain of E. Coli, it was apparent that all treatments used a deterring effect on the growth of E. Coli colonies but some treatments were more effective on particular strains than others (see Figure 1.).
Discussion	<p>What do you think your findings mean? Compare your findings with what your readings says. Think about what may have influenced your findings.</p>	The two zones show no significant difference in leaf breakdown. However, the two zones of leaf decomposition were too close, which may have affected the accuracy of the results by reducing the differences in habitat, as seen in other experiments (Musa et al. 2017).
Conclusion You may not always need to make recommendations, so check your assignment brief.	<p>Repeat your aims. Sum up your findings and discussion. You may need to make recommendations for future studies.</p>	Powder X-ray diffraction with a Debye-Scherrer camera was carried out on an unknown material in order to identify it. The six most intense diffraction rings in order of decreasing intensity allowed an unequivocal determination that the material was NaCl. All d-spacings determined from these rings were in agreement with the literature values for NaCl [3], to within the level of uncertainty of the experiment.

Business and Social Sciences

Use the question to help develop your structure. What are you being asked to research and write about? Think about the best way to lead the reader through the information. What do they need to know first, second etc? Write a list of all the areas you need to cover and group them together logically into main sections and subsections. Look back at the contents list above to see how that student did it.

Section	What to include	Example extract of writing for the section
Title	<p>If you are not given one, use the content to write the title. Write this at the end. Don't spend hours thinking of an overall title. It must tell the reader what the report is about. Do not use a question as a title as this sounds as if you are still not sure of the outcomes after writing the report.</p>	<p>An unclear title would be: Overview of events in the North West</p> <p>A better and clearer title which would tell the reader what the report is about would be: An investigation into differences between local events in Liverpool and Manchester</p>
Abstract/Executive summary	<p>These are similar but executive summaries are more common in business subjects, abstracts in social sciences.</p> <p>This should be the last thing you write. It is a brief overview of everything in the report.</p>	<p>These are links to some examples</p>
Introduction or background	<p>What do you aim to find out? Define key terms or theories. Summarise relevant background reading (literature). Give an outline of the report structure.</p>	<p>This report provides information obtained through focus groups to investigate consumer views on the products of Brands A and B, two independent sportswear brands. It further investigates methods for their promotion.</p>
Main Body	<p>This is divided into main sections based on the themes and topics. Each section needs a clear title and needs to be numbered using the decimal numbering system. Refer to</p>	<p>4. Discussion As shown in the results above, Wang's (2013) theory of market segmentation is reflected in the figures 1 and 2. This suggests that...</p>

	contents list above for organisation.	
Sub sections	Within each section you may have subsections. These need clear titles and need to be numbered.	2.3 Comparison between events in Liverpool and Manchester Figure 3 shows the number of live music events in Liverpool and Manchester during the period 2018-2019 and the percentage of local performers appearing at these events.
Conclusion	All reports need a clear conclusion, where you summarise the principal areas written about and restate you overall argument or idea.	It was found that Brands A and B received significant amount of positive feedback from the participants in the study. However, they underused the full range of online communication tools available to them to promote their products.
Recommendations (check you need these)	What do you suggest is done based on the research in the main body and your conclusion?	Brands A and B should utilise positive feedback by posting them on their stories so that they can highlight consumer satisfaction and encourage engagement from other potential consumers.