**Report Writing 1 – Information Sheet**

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|  | **Reports** | **Essays** |
| **Topic** | **A case study, problem or experiment** | **A question or statement** |
| **Headings** | **Yes** | **No**  |
| **Primary purpose** | **To give information** | **To make an argument** |
| **Title page** | **Yes (if required)** | **No** |
| **Abstract/Executive summary** | **Yes** | **No** |
| **Table of contents** | **Yes** | **No** |
| **Tables, charts, diagrams** | **Yes** | **No** |
| **Style** | **Short paragraphs and Bullet points** | **Full paragraphs** |
| **References** | **Yes** | **Yes** |
| **Appendices** | **Yes (if necessary)** | **No** |

# Language in reports guidance

* Write in paragraphs which have one main point that you introduce, expand on and summarise
* Use shorter sentences avoids over-complexity
* Avoid using colloquial and informal language in academic writing
* Write words out in full, for instance use 'do not' instead of 'don't'
* Do use appropriate technical terms, but try to avoid jargon – consider who is likely to read your report and whether they will understand the terms you use
* Remember that reports often Include statistics and graphs to illustrate findings