How to Structure a Report: answer sheet

1. **Report sections and descriptions matching task answers**

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| **Report Sections** | **Descriptions** |
| Appendices | 9 | Additional graphs or complementary information found at the end the report. |
| Introduction  | 8 | An overview of the report with a thesis statement and overall objective. |
| Conclusion | 1 | A summary of the main findings and possible indications. |
| References | 12 | A list of sources used within the report. |
| Terms of Reference | 4 | The audience for whom the report is written. |
| Glossary of Terms | 11 | Subject specific vocabulary and their definitions.  |
| Abstract/Executive Summary | 3 | The purpose, context and thesis. |
| Methods | 5 | The selected tools or manner the report used to complete the report. |
| Results | 13 | The main findings and statistics. |
| Table of Contents | 6 | Includes sections, subheadings and page numbers |
| Title Page | 2 | The name of the report. |
| Acknowledgments | 7 | Recognition of subjects, key research assistance and supporting parties. |
| Discussion | 10 | A dialogical approach to the research findings containing multiple perspectives. |

1. **Arranging the sections of a report answers**

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|  1. Title Page |  8. Discussion |
|  2. Terms of Reference  |  9. Conclusion |
|  3. Summary/Abstract/Executive Summary | 10. Appendices |
|  4. Table of Contents | 11. References |
|  5. Introduction | 12. Acknowledgments |
|  6. Methods | 13. Glossary of Terms |
|  7. Results |  |