How to Structure a Report

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

In the table below you can find the sections that appear in a general report (in no apparent order). Examine the descriptions found on the right hand column and match them to their appropriate section on the left.

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

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

Number the sections of the report found in the table below so they follow a logical order.

|  |  |
| --- | --- |
| **Title Page** | **Appendices** |
| **Terms of Reference** | **References** |
| **Summary /Abstract  /Executive Summary** | **Acknowledgments** |
| **Table of Contents** | **Glossary of Terms** |
| **Introduction** | **Discussion** |
| **Methods** | **Conclusion** |
| **Results** |  |