

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.

Standard Report Writing Format

A Loxley



Standard Report Writing Format:

Embracing the Song of Phrase: An Emotional Symphony within **Standard Report Writing Format**

In a world used by screens and the ceaseless chatter of instantaneous connection, the melodic beauty and emotional symphony developed by the written term usually diminish into the back ground, eclipsed by the persistent sound and disruptions that permeate our lives. However, located within the pages of **Standard Report Writing Format** a wonderful fictional treasure overflowing with natural emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, this fascinating masterpiece conducts viewers on a mental journey, skillfully unraveling the concealed melodies and profound impact resonating within each carefully constructed phrase. Within the depths of this moving review, we shall investigate the book is key harmonies, analyze its enthralling writing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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