Exercise 1 Report Writing

A report is a written presentation of factual information based on an investigation or research. Reports form the basis for solving problems or making decisions, often in the subjects of business and the sciences.

Reports follow a standardised format. This allows the reader to find the information easily and focus on specific areas.

Instructions

Key the correct name of the section of the report beside the purpose. Choose the section name from the following list:

Introduction Title Page Recommendation

References Executive Summary Discussion/Findings

|  |  |
| --- | --- |
| Section | Purpose |
| Click or tap here to enter text. | Gives the title of the report, the writers name, the name of the person the report is being submitted to, and the completion date. |
| Click or tap here to enter text. | A list of the sources that are used in and referred to in the report |
| Click or tap here to enter text. | You may also be required to analyse, interpret and evaluate the findings. This draws together different parts of the findings and may refer to findings of other studies and/or theories. |
| Click or tap here to enter text. | The opinions of the writer of the report about possible changes, or solutions to the problems, including who should take action, what should be done, when and how it should be done. |
| Click or tap here to enter text. | Outlines the context, background and purpose of the report.  Defines terms and sets limits of the investigation.  The reader/audience can easily identify what the report is about, how information was gathered, and why the report is needed.  Mainly uses past tense and can be written last, but is presented first. |
| Click or tap here to enter text. | Provides a brief outline of your report so your readers can get a general idea of what it is about. |