

# Report Writing Guidelines

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*For Students*

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## What is a report?

A report is a systematic well organized document which defines, analyses and critically evaluate a subject leading to informed conclusions supported by evidence.

## Planning & writing

### *Planning*

1. Make sure that assignment brief is fully understood.
2. Do the research.
3. Organize the contents.

### *Writing*

4. Critically examine the material gathered.
5. Prepare a draft.
6. Proof read the report before submission.

## Layout of the report

### *Title page*

The title page should normally include the name of the University, the name of the Faculty, title of the report, student ID, date, block/course (no & title), and the name of the tutor to whom it is being submitted.

### *Contents page*

List of chapters /sections headings, and list of illustrations (tables & figures) with corresponding page numbers.

### *Abstract*

A concise overview of the report that should be able to be read as a stand-alone section.

### *Main body of the report*

There should be an introduction that explain what the report is about. It should also include, as appropriate, any methodology, results & discussions.

For the main body of the report, sub-headings to be used, should reflect the content of the material under discussion.

### *Conclusion*

Captures the main findings & explanations from the report noting that neither new ideas nor citations should be included here. Conclusion may also include recommendations.

### *Referencing*

In-text citations in addition to references list at the end of the report. Can adopt Harvard style.

## Presenting data & illustrations

Tables, figures & diagrams should be: labelled, inserted and discussed, otherwise it will add no value to the report and it will be waste of time.

## Report writing checklist

Presentation	Check for	✓ or X
General layout	<ul style="list-style-type: none"> <li>• Is the title page clear, accurate and complete?</li> <li>• Is the contents page (if applicable) clearly laid out and accurate?</li> <li>• Do you have Margins of 2.5 cm on the four sides of the page?</li> <li>• Are your lines double-spaced between paragraphs, One and a half spacing?</li> <li>• Are all pages numbered?</li> <li>• Have you avoided unnecessary use of bold, italic and color type?</li> <li>• Have you used a standard font (Times New Roman.), Type size should be 12-point for body text, 14-point for subtitles, 16-point for titles and 18-point for section headings?</li> </ul>	
Text organization	<ul style="list-style-type: none"> <li>• Does the introduction show understanding of the question?</li> <li>• Are all the sentences complete?</li> <li>• Are all the paragraphs adequately developed?</li> <li>• Do all the sections (if appropriate) have clear headings?</li> <li>• Are tables and figures properly integrated into the text?</li> <li>• Are all tables and figures titled, with source added in reference page?</li> <li>• Is there a clear and adequate conclusion or summary?</li> </ul>	
Coherence	<ul style="list-style-type: none"> <li>• Does it all make sense? (especially to another person)</li> <li>• Do sentences, paragraphs and sections run together smoothly.</li> <li>• Is your language as concise as possible Grammar, spelling &amp; punctuation?</li> <li>• Have you carefully checked for the grammar mistakes you tend to make?</li> <li>• Have you used verb tenses consistently?</li> <li>• Have you used the spellchecker?</li> <li>• Have you checked the spelling yourself?</li> <li>• Does your punctuation make your writing easier to read?</li> <li>• Have you checked your use of commas?</li> </ul>	
Referencing	<ul style="list-style-type: none"> <li>• Are all your sources always acknowledged?</li> <li>• Is your referencing accurate and consistent?</li> <li>• Is your list of references complete and in the correct format (Harvard style)?</li> <li>• Do all your references appear in your list of references</li> <li>• Are all the references cited in text?</li> </ul>	
Style	<ul style="list-style-type: none"> <li>• Have you avoided colloquial language?</li> <li>• Is your language as clear and as concise as possible?</li> <li>• Is your vocabulary varied, but always appropriate?</li> </ul>	
Overall impression	<ul style="list-style-type: none"> <li>• Have you answered the question/fulfilled the task?</li> <li>• Is everything relevant</li> <li>• Do you understand everything you've written?</li> <li>• Are you pleased with it?</li> <li>• Paper: Single-sided copies on white, A4-size paper should be submitted.</li> <li>• Pagination: Each page of the manuscript, including all blank pages, and pages with photographs, tables and figures should be assigned a number.</li> <li>• The following pagination plan may be used:</li> <li>• For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The title page does not have a number but counts as page.</li> <li>• For the remainder of the manuscript use Arabic numbers (1, 2, 3, etc.).</li> <li>• Figures, tables and other illustrations should be titled as well as numbered (example – Figure 1 “The title of the figure.”).</li> </ul>	