

# A Typical Business/Social Sciences Report

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## Preliminary Section

<b>Title Page</b>	
<b>Executive Summary</b>	<ul style="list-style-type: none"> <li>➤ This is a short round up of the whole report</li> <li>➤ It states what is included and the overall conclusion</li> <li>➤ This may not be necessary in a short report</li> </ul>
<b>Contents Page</b>	<ul style="list-style-type: none"> <li>➤ This is a list of numbered sections in the report, shown with page numbers</li> </ul>

## Middle Section

<b>Introduction</b>	<ul style="list-style-type: none"> <li>➤ This gives the key background information on the subject or given field of research</li> <li>➤ This is a good place to include any key definitions</li> </ul>
<b>Literature Review</b>	<ul style="list-style-type: none"> <li>➤ Relate to work that has already been done on the topic of your report (Eg. surveys, publications, books, journal articles and online resources)</li> <li>➤ This may be included in the introduction in a short report</li> </ul>
<b>Findings and Analysis</b>	<ul style="list-style-type: none"> <li>➤ This is the main body of the report</li> <li>➤ Give detailed information of any research conducted</li> <li>➤ State the results of the research and also gives some comment and opinion on the findings</li> </ul>
<b>Recommendations and Conclusions</b>	<ul style="list-style-type: none"> <li>➤ This may be written separately or combined into one section</li> <li>➤ Suggest some form of improvement or a course of action</li> <li>➤ You should have logical arguments recommending these actions</li> <li>➤ You should link the recommendations and conclusions to the factual research conducted in the previous section</li> </ul>

## Supplementary Section

<b>Reference List</b>	<ul style="list-style-type: none"> <li>➤ You should list all the books, articles, websites and other sources that are cited in the text.</li> </ul>
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	<b>These should be listed in alphabetical order by author. Ensure your references are accurate and comprehensive.</b>
<b>Appendices</b>	➤ <b>You should present additional information such as large datasets, graphs and other research which you refer to but are not included in the text</b>

**Last amended 21 April 2014**