

A Typical Scientific/Practical Report

Preliminary Section

Title Page	
Abstract	<ul style="list-style-type: none"> ➤ This is a short round up of the whole report ➤ It states the main objectives and describes the methods ➤ It summarises the key results and states the major conclusions and their significance
Contents Page	<ul style="list-style-type: none"> ➤ This is a list of numbered sections in the report, shown with page numbers

Middle Section

Introduction	<ul style="list-style-type: none"> ➤ This gives the key background information on the subject or given field of research ➤ You should state your objectives clearly, including any key definitions ➤ You should define the limits of the report ➤ You should outline the method of enquiry ➤ Give a brief general background to the subject of the report and indicate the proposed development
Literature Review	<ul style="list-style-type: none"> ➤ Relate to work that has already been done on the topic of your report (Eg. surveys, publications, books, journal articles and online resources) ➤ Establish the reason for your research ➤ This may be included in the introduction in a short report
Methods	<ul style="list-style-type: none"> ➤ You should state how you carried out your enquiry and what form that enquiry took ➤ Show how you collected your data (questionnaires could be included in your appendices) ➤ What measurements you made and how you chose the subjects ➤ Ensure you present this information logically and concisely
Results	<ul style="list-style-type: none"> ➤ You should report on the main results of the research. Present your findings as simply as you

	can. There are a number of ways this can be done Eg. Tables, graphs, pie charts etc.*
Discussion	<ul style="list-style-type: none"> ➤ This is the main section of the report ➤ You should suggest possible explanations for your results. Identify important issues and suggest explanations for your findings ➤ Point out any limitations of the research ➤ Outline any problems encountered and try and present a balanced view

Supplementary Section

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

*Illustrations check list

- Are the diagrams/illustrations clearly labelled?
- Do they all have titles?
- Is the link between the text and the diagram clear?
- Are the headings precise?
- Can the tables be easily interpreted?

Last amended 21 April 2015