

# REPORT

## Workplace writing

Reports are a common style of workplace communication. Doing this assignment gives you valuable practice for your future career.

Reports are used in many professions, from business, accounting, and marketing, to community services, healthcare and law enforcement.

## Structure of a report

Information in a professional report is presented in sections that are defined by headings. Reports may present information in paragraphs, and also in bullet points and numbered points. Check the instructions and marking criteria for your assignment as they may add specific requirements.

## Report sections

### Title page

The title page contains the following features, each beginning on a separate line:

- The title
- The author's (student's) name
- The institutional affiliation (i.e. Navitas College of Public Safety)

The length of the title should be about 6–12 words and provide a clear indication of what the report is about. Abbreviations should not be used in the title.

### Table of contents

The table of contents should list numbered headings and subheadings of each section of the report, along with their page numbers. This section begins on a new page which is headed 'Table of Contents'.



### Summary

The summary should briefly outline the following information:

- A general statement about the topic/issue
- The purpose and scope of the report
- The main findings or conclusions
- Recommendations for future action that should be taken or not taken based on the main findings/conclusions

This section should be:

- Approximately 200–250 words in length
- Have the heading 'Summary'
- Presented on a separate page

### Main body

See next page.

## Self-evaluation

Rate yourself on the following aspects of professional report writing.

1 = very weak

2 = weak

3 = ok

4 = good

5 = excellent

Formatting my assignment with headings

1      2      3      4      5

Creating a table of contents

1      2      3      4      5

Writing a summary of my report

1      2      3      4      5

Addressing the marking criteria for my report

1      2      3      4      5

Proofreading to achieve accurate grammar and spelling

1      2      3      4      5

Creating and formatting a reference list

1      2      3      4      5

## Main body

The main body has sections which each cover a different issue, problem or content area.

There should be a logical development of ideas from one section to another and within each section. Evidence should be cited to support the development of ideas.

Each of the main sections should have a content heading. Subheadings may also be used if necessary.

## Conclusion

The conclusion should offer a final analysis of the entire report, and should never introduce new ideas or facts.

The section has the heading 'Conclusion'.

## References

The references section contains a list of all the articles, journals, books and other resources referred to in the text. It should begin on a new page headed 'References'.

## Appendices

This part of the report contains evidence supporting the findings of the report. Questionnaires, raw data and transcripts of participants' responses are usually presented here.

An appendix is not always required - check the assignment's marking criteria and ask your educator if you are not sure.

Each appendix should be presented on a separate page, with the title 'Appendix'. Letters should be used to differentiate where more than one appendix is used, for example:

Appendix A: Questionnaire on relationship

Appendix B: Questionnaire on helping others

If there is only one appendix, there is no need for a letter. For example:

Appendix: Questionnaire on relationship