

Report writing

A report is written presentation of factual information based on an investigation or research reports from the basic for solving problems or making decisions, often in the subjects of sciences.

Basic structure of report writing

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

- 1- **Title page** : This page must contain the logo, the name of (university, faculty,...), also the title of a report, and the student name.
- 2- **Summary** : A summary (an abstract) of the report.
- 3- **A contents page** : A list of the different sections and page numbers
- 4- **Introduction** : this is the first piece of writing the reader comes to . It introduces the report and provides enough information about it
- 5- **Findings** : This is the main body of the report, It sets out the information you found when you investigated the topic
- 6- **Conclusion** : This is where you interpret your finding
- 7- **Bibliography (references, tables, schemes,,,))** this is an alphabetic list of all the sources you consulted and also a list of (tables, figures, schemes....) that you put in your findings .
- 8- **Index (keyterms, symbols.....) :** In this section write the definition of interesting keytermes and symbols that you have mentioned in findings.