I'm not a robot



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What is a report and how does it differ from writing an essay? Reports are concise and have a formal structure. They are often used to communicate the results or findings of a project. Essays by contrast are often used to show a tutor what you think about a topic. They are discursive and the structure can be left to the discretion of the writer. Who
and what is the report for? Before you write a report, you need to be clear about who you are writing the report for and why the report to be clear about who you are writing the report for and why the report for an and why the report for an analysis of the report for an anal
customer/client. Reports are usually assessed on content, structure, layout, language, and referencing. You should consider the focus of your report, for example: Are you reporting on an experiment? Is the purpose to provide background information? Should you be making recommendations for action? Language of report writing Reports use clear
and concise language, which can differ considerably from essay writing. They are often broken down in to sections, which each have their own headings and sub-headings. These sections may include bullet points or numbering as well as more structured sentences. Paragraphs are usually shorter in a report than in an essay. Both essays and reports
are examples of academic writing. You are expected to use grammatically correct sentence structure, vocabulary and punctuation. Academic writing is formal so you should avoid using apostrophes and contractions such as "it's" and "couldn't". Instead, use "it is" and "could not". Structure and organisation Reports are much more structured than
essays. They are divided in to sections and sub-sections that are formatted using bullet points or numbering. Report structures do vary among disciplines, but the most common structures include the following: Title page needs to be informative and descriptive, concisely stating the topic of the report. Abstract (or Executive Summary in
business reports) The abstract is a brief summary of the context, methods, findings and conclusions of the report before they continue reading, so it is a good idea to write this section last. An executive summary should outline the key problem and objectives, and then cover the main findings
and key recommendations. Table of contents Readers will use this table of contents to identify which sections are most relevant to them. You must make sure your contents page correctly represents the structure of your report. Take a look at this sample contents page correctly represents the structure of your report.
background to your research, and what its aims and objectives are. You can also expected to include a section; reporting what is already known about your question/topic, and if there are any gaps. Some reports are also expected to include a section called 'Terms of references', where you identify who asked for the report, what is covers, and
 what its limitations are. Methodology If your report involved research activity, you should state what that was, for example you may have interviewed clients, organised some focus groups, or done a literature review. The methodology section should provide an accurate description of the material and procedures used so that others could replicate the
experiment you conducted. Results/findings The results/findings section should be an objective summary of your findings, which can use tables, graphs, or figures to describe the most important results and trends. You do not need to attempt to provide reasons for your results (this will happen in the discussion section). Discussion In the discussion
you are expected to critically evaluate your findings. You may need to re-state what your report was aiming to prove and whether this has been achieved. You should also assess the accuracy and significance of your findings, and show how it fits in the context of previous research. Conclusion/recommendations Your conclusion should summarise the
outcomes of your report and make suggestions for further research or action to be taken. You may also need to include a list of specific recommendations as a result of your study. References are a list of specific recommendations as a result of your study. References are a list of specific recommendations as a result of your study.
department eg Harvard, Numeric, OSCOLA etc. Appendices You should use appendices to expand on points referred to in the main body of the report. If you only have one item it is an appendices to expand on points referred to in the main body of the report. If you only have more than one they are called appendices. You can use appendices to expand on points referred to in the main body of the report.
that the information contained is directly relevant to the content of the report. Appendix A, or Appendix A, or Appendix A or Ap
the text of your report, for example 'see Appendix B for a breakdown of the questionnaire results'. Don't forget to list the appendices in your contents page. Presentation and layout Reports are written in several sections and may also include visual data such as figures and tables. The layout and presentation is therefore very important. Your tutor or
your module handbook will state how the report should be presented in terms of font sizes, margins, text alignment etc. You will need good IT skills to manipulate graphical data and work with columns and tables. If you need to improve these skills, try the following online resources: Many professionals struggle to create effective reports due to a lack
of understanding of the essential elements and organization required. This can lead to frustration and a failure to communicate key information to the intended audience. In this blog, we'll explore what is report writing, the types of reports, essential elements, and tips for creating effective reports to help you communicate your message and achieve
your goals. Definition of report writing? According to Mary Munter and Lynn Hamilton, authors of "Guide to Managerial Communication," report writing? Report w
document that represents information clearly and concisely. Reports can be written for various purposes, such as providing updates on a project, analyzing data or presenting findings, or making recommendations. Effective report writing requires careful planning, research, analysis, and organization of information. A well-structured report should be
accurate, and objective, and contain a clear introduction, body, and conclusion. It should also be written in a professional and accessible style, with appropriate use of headings, subheadings, tables, graphs, and other visual aids. Overall, report writing is an important skill for professionals in many fields, as it helps to communicate information and
insights clearly and concisely. What is a report? A report is a formal document that is structured and presented in an organized manner, with the aim of conveying information, analyzing data, and providing recommendations. It is often used to communicate findings and outcomes to a specific audience, such as stakeholders, or managers. Reports can
vary in length and format, but they usually contain a clear introduction, body, and conclusion. Types of report writing by understanding the different types of report writing, individuals can select the appropriate format and structure to effectively communicate information and achieve their objectives. However, the kind of report used will depend on
the purpose, audience, and context of the reports: These reports provide information about a topic, such as a product, service, or process. Further Reading: What is an information report 2/ Analytical reports: These reports provide information in a structured and organized manner, often with charts, graphs, or tables,
to help the reader understand trends, patterns, or relationships. 3/ Formal Reports: These are detailed and structured reports written for a specific audience, often with a specific audience
updates on a project or initiative, detailing the progress made and any challenges or obstacles encountered. 5/ Technical information, such as specifications, designs, or performance data, often aimed at a technical audience. 6/ Research reports: These reports provide technical information, such as specifications, designs, or performance data, often aimed at a technical audience. 6/ Research reports: These reports provide technical information, such as specifications, designs, or performance data, often aimed at a technical information and information are considered.
particular topic or issue, often including a literature review, data analysis, and conclusions. 7/ Feasibility Reports are used in a business setting to communicate information about a company's performance,
operations, or strategies. Different types of business reports include financial statements, marketing reports, and annual reports, including the sections and subsections that make up the report, their order, and their relationships to each
other. A report can we divided into three parts. Preliminary Parts: Acknowledgments (Preface or Foreword) List of Tables and Illustrations Main Text: Introduction (clear statement of findings and recommendations
(summarized findings, non-technical language) Results (detailed presentation of findings with supporting data in the form of tables and charts, statistical summaries, and reductions of the results of the study) Summary (brief summary of the
 research problem, methodology, major findings, and major conclusions) End Matter: Appendices (technical data such as questionnaires, sample information, and mathematical derivations) Bibliography of sources consulted. This structure provides a clear and organized framework for presenting a research report, ensuring that all important
information is included and presented in a logical and easy-to-follow manner. Extra Learnings Role of a report structure in report writing as it provides a clear and organized framework for presenting information in an effective and logical manner. It ensures that the reader can easily
understand the purpose and scope of the report, locate and access the relevant information. The main text makes it easier for the reader to comprehend and analyze the information. And The end matter provides additional details and sources for reference. An
organized report structure also helps the author to communicate their research and ideas effectively to the intended audience. What is the report writing format? The format of report writing format typically includes the following
key components: 8 Essential elements of report writing are: 1/ Title: The title is the first thing that readers will see, and it should be clear and concise. The title should include the report's subject or topic and the author's name, date of writing, or who the report is for. Remember to keep the title brief and informative, avoiding vague or ambiguous
 language. Example of Business Report Title Page: "Market Analysis and Growth Strategies for XYZ Corporation" Author: Mary Johnson Date: January 2, 2022 Company: Earthcon Corporation Department: Strategy and Planning In this example, the title page includes the name of the report, 'Market Analysis 2022,' the author's name, 'John Doe,' the
 submission date, 'January 1, 2024,' and other details such as the name of the organization, 'Earthcon Corporation.' 2/ Table of Contents: The table of contents provides an overview of the report's contents organized and easy to read, allowing
readers to locate specific information quickly. Example of Table of Contents I. Introduction...... 2 II. Executive Summary...... 3 IV. Analysis and Findings...... 4 Market Trends and Data...... 5 Competitor Analysis...... 6 SWOT Analysis...... 7 V. Recommendations and
Conclusion...... 8 VI. References...... 9 3/ Summary: Also known as the executive summary provides a brief overview of the entire report is completed, and it should be concise and
summarized in less than one page. Example of executive summary: The Annual Sales Report for Earthcon Company shows a 10% increase in overall sales compared to the previous year. The report also reveals that the majority of sales came from the Midwest region and the target demographic is primarily males aged 25-40. Based on these findings,
recommendations have been made to focus marketing efforts towards this demographic in the upcoming year. 4/ Introduction: The introduction should capture readers' attention and provide relevant background information. It should be
clear and concise, including why the report was written and its objectives. Example of Introduction: This comprehensive report aims to analyze and evaluate the sales performance of EarthCon Corporation throughout 2024. It will look into detailed sales trends observed throughout the year, carefully examining the various factors that have influenced
these trends. Additionally, the report will identify and highlight potential areas for growth, offering valuable insights and recommendations to drive future success. 5/ Body: The body is the longest section and includes all the information, data, and analysis. It should present information in an organized manner, often using subheadings and bullet
points. The body should include all relevant research findings and data, often accompanied by visuals such as graphs and tables. It is essential to cite all sources correctly and remain objective, avoiding personal opinions or biases. Example of Background and Context: This report seeks to analyze the influence of technological advancements on
 business productivity. Previous research has indicated a correlation between the adoption of innovative technologies and increased operational efficiency for Earthcon. The report will examine further into this topic and offer suggestions for maximizing the benefits of these advancements. Example of Analysis and Findings: The market trends and data
 show a steady increase in demand for innovative products, with a significant rise in sales in the past five years. In comparison, competitor analysis reveals that Earthcon Corporation and product portfolio. A SWOT analysis also highlights potential areas for
 improvement and growth. 6/ Conclusion: The conclusion summarizes the findings and conclusions of the report's findings. The conclusion must be brief and clear, avoiding the introduction of any new information not previously
presented in the body. 7/ Recommendations: The recommendation section should provide suggested goals or steps based on the report's information. It is often included in the conclusion section. Example of Recommendations and Conclusion: Based on the analysis, it is
 recommended that EarthCon Corporation invest in research and development to continue producing innovative products. Additionally, efforts should be made to expand into emerging markets to increase global reach. In conclusion, the Annual Sales Report shows positive outcomes and recommends strategic actions for future growth. 8/ Appendices:
The appendices section includes additional technical information or supporting materials, such as research questionnaires or survey data. It should provide supplementary information to the report's main content. It is important to use clear headings and subheadings and to label tables and figures. Also, proofreading and
fact-checking are critical before submitting the report. A well-crafted report is concise, informative and free of personal bias or opinions. What are the features of effective report writing can help ensure that the information presented is clear, concise, and useful. Some of these features include: 1/ Clarity: Reports
should be written in clear and concise language, avoiding jargon or technical terms that may be confusing to the reader. 2/ Objectivity: A report should be free from bias or personal opinions. This is particularly important when presenting data or analysis. 3/ Accuracy: Reports should be based on reliable sources
 and accurate data. Information should be verified and cross-checked to ensure that it is correct and up-to-date. 4/ Structure: A report should be structured in a logical and organized manner, with clear headings, subheadings, and sections. AI-powered tools for academics can help generate these visual aids from complex data, streamlining the
 Recommendations: Many reports include recommendations or suggestions for future action based on the findings or analysis presented. Significance of report writing Report writing is a critical skill that can have a significant impact on individuals, and organizations. In fact, a report by the National Association of Colleges and Employers found that
 the ability to communicate effectively, including report writing, was the most important skill sought by employers. Reports provide decision-makers with the information to detail, which can help to build trust and credibility with clients. Reports
samples Annual business report of reliance company for the year 2020-21. (Source) Example of Progress Report writing requires careful planning, organization, and analysis to ensure that the report effectively communicates the intended message to the audience. Here are the general steps involved in
 the process of report writing: Plan and prepare: Identify the purpose of the report, the target audience, and the scope of the report. Collect and examine data from different sources, including research studies, surveys, or interviews. Create an outline of the report, including headings and subheadings. Write the introduction: Start with a brief
 summary of the report and its purpose. Provide background information and context for the research methodology and approach used. Write the main body: Divide the research in a clear and organized manner. Use appropriate visual
aids, such as tables, graphs, or charts to present data and information. Utilize a language that is both clear and Brief, and avoid using unnecessary jargon or technical terminology. Cite all sources used in the report according to a specified citation style. Write the conclusion: Summarize the main findings and conclusions of the report. Restate the
purpose of the report and how it was achieved. Provide recommendations or suggestions for further action, if applicable. Edit and revise: Review the report as necessary. Format and present: Use a professional and
appropriate format for the report. Include a title page, table of contents, and list of references or citations. Use appropriate fonts and sizes, and ensure that the report is well-structured and visually appealing. Important Principles of
report writing To write an effective report, it is important to follow some basic principles ensure that your report is clear, concise, accurate, and informative. In this regard, here are some of the key principles that you should keep in mind when writing a report should be clear and easy to understand. 2/
Completeness: The report should cover all the relevant information needed to understand the topic 3/ Conciseness: A report should be properly formatted, with consistent fonts, spacing, and margins 5/ Relevance: The information
 presented in the report should be relevant to the purpose of the report should be completed and delivered on time. 7/ Presentation: The report should be visually appealing and well-presented. When it comes to the style of report writing, it's important to use hard facts and figures, evidence, and justification. Using efficient
 language is crucial since lengthy reports with too many words are difficult to read. The most effective reports are easy and quick to read since the write as you speak, avoid empty words, use descending order of importance, use an active
 voice, and keep sentences short. The goal should be to write to express and not to impress the reader. It's also important to get facts 100% right and to be unbiased and open. By following these tips, one can create a well-written report that is easy to understand and provides valuable insights. Differences between a report and other forms of writing
 Reports are a specific form of writing that serves a distinct purpose and has unique characteristics. Unlike other forms of writing, such as essays or fiction, reports are typically focused on presenting factual information and making recommendations based on that information. Below we have differentiated report writing with various other forms of
 writing. Essay vs report writing To present an argument or analysisTo present data, findings, and recommendationsIntroduction, Body, ConclusionTitle page, Executive Summary, Introduction, Body, ConclusionTitle page, Executive Summary, Executive Su
 and citations Project writing vs report writing vs report writing To complete a task with a specific goalTo present data, findings, and recommendationsCan vary, typically includes a proposal, methodology, results, and conclusionsTitle page, Executive Summary, Introduction, Body, ConclusionLonger, can range from a few pages to a book-length reportLonger, typically
 1,500 to 10,000 wordsCan be internal or external stakeholdersTypically external stakeholders Research methodology vs report writing To explain the research processTo present data, findings, and recommendationsCan vary, typically includes an introduction, literature review, methodology, results, and conclusionsTitle page, Executive Summary,
 Introduction, Body, ConclusionLonger, typically 3,000 to 10,000 wordsLonger, typically 1,500 to 10,000 wordsFocuses on the methodology used in research Focuses on the methodology used in research Fo
 introduction, body, and conclusionTitle page, Executive Summary, Introduction, Body, ConclusionShorter, typically less than 2,000 wordsLonger, typically 1,500 to 10,000 wordsCan be subjective, creativeOften includes images and multimedia Content writing vs report writing To provide relevant and valuable contentTo present data, findings, and
recommendationsCan vary, typically includes an introduction, body, and conclusionTitle page, Executive Summary, Introduction, Body, ConclusionShorter, typically less than 1,500 wordsCan be subjective, creativeOften includes images and multimedia Business plan vs report writing To outline a company's
goals, strategies, and financial projectionsTo present data, findings, and recommendationsCan vary, typically includes an executive summary, company description, market analysis, organizational structure, financial projections, and conclusionTitle page, Executive Summary, Introduction, Body, ConclusionLonger, typically 10 to 50 pagesLonger,
 typically 1,500 to 10,000 words Latest topics for report writing in 2024 The possibilities for report topics may depend on the goals and scope of the report. The key is to choose a topic that is relevant and interesting to your audience, and that you can conduct thorough research on in order to provide meaningful insights and recommendations. A
 market analysis for a new product or service. An evaluation of employee satisfaction in a company. A review of the state of cybersecurity in a particular industry. A study of the environmental impact of newspany. An assessment of the impact of newspany. An assessment of newspany. An
 technology or innovations on a particular industry or sector. Report writing skills and techniques Effective report writing requires a combination of skills and techniques to communicate information and recommendations in a clear, and engaging manner. From organizing information to tailoring the report to the intended audience, there are many
 factors to consider when writing a report. By mastering these skills and techniques, you can ensure that your report is well-written, informative, and engaging for your audience. Some of the primary ones are: 1/ Organization and structure: Structure your report in a logical and organized manner with headings and subheadings. 2/ Use of data and
 evidence: Present objective data and evidence to support your findings and recommendations. 3/ Audience awareness: Tailor your report to the needs and interests of your intended audience. 4/ Effective visuals: Use graphs, charts, or other visuals: Use graphs, charts, or other visuals to communicate complex information clearly and engagingly. 5/ Editing and proofreading: Carefully editing and proofreading and proofre
 and proofread your report to ensure it is error-free and professional. 6/ Tone: Use a professional and objective tone to communicate your findings and recommendations. 7/ Time management: Manage your time effectively to ensure you have enough time to research, write, and revise your report. Tips for effective report writing Understand your
 audience before you start writing. Start with an outline and cover all the important points. Employ clear and concise language. Utilize headings and subheadings to organize your report before submission. Follow formatting guidelines If your report
 has specific formatting requirements. Use visuals to enhance understanding. What is the ethical consideration involved in report writing. The accuracy of the information presented in the report is of utmost importance, as it forms the basis for any conclusions or recommendations that may be
 made. In addition, it is essential to avoid plagiarism by giving credit to the sources of information and ideas. Another crucial ethical consideration is confidentiality, particularly when the report contains sensitive or confidential information. It is important to safeguard this information and prevent its disclosure to unauthorized individuals. Avoiding
bias in report writing is also crucial, as it is essential to present information in an objective and unbiased manner. In cases where research or data collection is involved, obtaining informed consent from human subjects is a necessary ethical requirement. By taking these ethical considerations into account, report writers can ensure that their work is
 fair, accurate, and respectful to all parties involved. Common mistakes in report writing. By avoiding these common mistakes that students as well as report writers can create effective and impactful reports that are clear, accurate, and objective. 1/ Writing in the
 first person: Often, students and report writers commit an error by writing in the first person and utilizing words such as "I" or "me. In reports should use numbered headings and subheadings to structure the content, while essays should
 have a clear line of argument in their content. 3/ Failing to introduce the content: The introduce the content of the report and what is to follow, rather than explaining what a certain concept is. 4/ Missing relevant sections: Students and
 report writers, often miss out on including relevant sections that were specified in the assignment instructions, such as a bibliography or certain types of information. This can result in poor interpretation. 5/ Poor proofreading: Finally, not spending enough time proofreading the reported work can create unwanted mistakes. Therefore, It is important types of information.
 to proofread and correct errors multiple times before submitting the final report to avoid any mistakes that could have been easily corrected. By avoiding these common mistakes, students and report writing can be a
 challenging task for many reasons. Here are some common challenge, it is important to clearly define the purpose of the report writing and how to overcome that it meets the needs of
 the intended audience. 2/ Difficulty in organizing ideas: Reports often require a significant amount of information to be organized logically and coherently. To overcome this challenge, it can be helpful to create an outline or flowchart to organize ideas before beginning to write. 3/ Time management: Writing a report can be time-consuming, and it is
 important to allow sufficient time to complete the task. To overcome this challenge, it can be helpful to create a timeline or schedule for the various stages of the report-writing process. 4/ Writer's block; Sometimes writers may experience writer's block, making it difficult to start or continue writing the report. To overcome this challenge, it can be
 helpful to take a break, engage in other activities or brainstorming sessions to generate new ideas. 5/ Difficulty in citing sources: It is important to properly cite sources used in the report to avoid plagiarism and maintain credibility. To overcome this challenge, it can be helpful to use citation management tools, such as EndNote or Mendeley, to keep
track of sources and ensure accurate referencing. 6/ Review and editing: Reviewing and editing: Reviewing task, especially when it is one's own work. To overcome this challenge, it can be helpful to take a break before reviewing the report and seek feedback from others to gain a fresh perspective. By being aware of these
challenges and taking proactive steps to overcome them, reports writing reports that meet the needs of their intended audience. Best Software for writing reports with ease. These software tools offer a range of features and
functionalities, including data visualization, collaboration, and customization options. In this section, we will explore some of the best report-writing software available: 1/ Tableau: This tool is great for creating interactive and visualizations. It also supports data
 blending, which means that you can combine data from multiple sources to create more comprehensive reports. 2/ Zoho reporting: This tool is designed to help users create and share professional-looking reports quickly and easily. It offers a variety of customizable templates, as well as a drag-and-drop interface that makes it easy to add data and
create charts and graphs. 3/ Bold Reports by Syncfusion: This tool is designed specifically for creating reports in .NET applications. It offers a wide range of features, including interactive dashboards, real-time data connectivity, and customizable themes and templates. 4/ Fast Reports: This tool is a reporting solution for businesses of all sizes. It
 allows users to create reports quickly and easily using a drag-and-drop interface and offers a variety of templates and customization options. It also supports a wide range of data sources, including databases, spreadsheets, and web services. Further Reading: 10+ Best Report Writing Software and Tools in 2024 What is the conclusion of report writing
The conclusion of report writing is the final section of the report and present a clear and concise summary of the key points. THE UNIVERSITY OF NEWCASTLE has given an inverted introduction framework that can be
 used for writing effective conclusions for reports. 4 steps in the Inverted introduction pyramid. Example of conclusion in report writing: The implication of the above diagram can be explained with the following example: 1. RETURN TO TOPIC: Social media has revolutionized the marketing landscape, providing new opportunities for brands to
connect with their target audience. 2. RESTATE THESIS: However, the complexities and limitations of social media merant tat it is unlikely to completely replace traditional marketing methods. The role of the marketing professional remains crucial in ensuring that social media strategies align with the company's overall goals and effectively reach the
 desired audience. 3. SUMMARY OF IDEAS DISCUSSED: Automated tools cannot fully account for the nuances of human communication or provide the level of personalization that consumers crave. Therefore, the most effective marketing strategies will likely blend social media tactics with traditional marketing channels. 4. CONCLUDING
STATEMENT [restating thesis]: In conclusion, while social media presents significant opportunities for brands, the expertise of marketing professionals is still essential to creating and example? Ans: Report writing involves preparing a
 structured document that delivers information to a particular audience in a clear and systematic manner. An example of a report could be a business report analyzing the financial performance of a company and making recommendations for improvement. Q2) What is report writing and types of reports? Ans: The act of presenting information in an
 orderly and structured format is known as reports, incident reports, feasibility reports, research reports, financial reports, 
defining the purpose of the report, determining the audience, and conducting research to gather the necessary information. Structuring: This is the stage where the actual writing of the report takes place, including
drafting and revising the content. Reviewing: In this step, the report is reviewed for accuracy, coherence, and effectiveness, and any necessary changes are made. Presenting: This final step involves presenting the report in a clear and professional manner, such as through the use of headings, visuals, and a table of contents. Q4) What is a report in
 short answer? Ans: A report is a document that presents information about a specific subject or topic in an organized and structured format. It can be written for a variety of purposes, such as to inform, analyze, or persuade a specific subject or topic in an organized and structured format. It can be written for a variety of purposes, such as to inform, analyze, or persuade a specific subject or topic in an organized and structured format. It can be written for a variety of purposes, such as to inform, analyze, or persuade a specific subject or topic in an organized and structured format.
and other visual aids to enhance the presentation of data. A report is a nonfiction document that organizes and summarizes facts on a specific topic, issue, or event, providing information for readers unfamiliar with the subject. The structure of a report typically includes an executive summary, introduction, body, and conclusion, often supplemented
by a title page, table of contents, and references. Different report formats include academic, business, and scientific reports, each tailored to specific guidelines or
 requirements of the intended audience. Key steps for writing a report involve choosing a topic, conducting research, creating a thesis statement, preparing an outline, drafting, revising, and proofreading. Reports are an efficient way to convey facts and insights on any topic, but mastering how to write a report can be challenging without the proper
guidance. Here, we discuss report writing essentials, including formats, structures, and best practices, to help you craft clear and compelling reports with confidence. The AI writing assistant for anyone with work to do Table of contents What is a report? Report formats What is the structure of a report? What should be included in a report? 7 steps
 for writing a report How to write a report FAQs What is a report? In technical terms, the definition of a report is pretty vague: any account, spoken or written, of the matters concerning a particular topic. This could be anything from a courtroom testimony to a grade schooler's book report. When people talk about "reports," they're usually referring to
official documents outlining the facts of a topic, typically written by an expert on the subject or someone assigned to investigate it. There are different types of reports (explained in the next section), but they mostly fit this description. So, what kind of information is shared in reports? Reports tend to feature these types of content in particular: Details
of an event or situation The consequences or ongoing effects of an event or situation from the information in the report Predictions or recommendations based on the information in the report Predictions or recommendations from the information in the report Predictions or recommendations based on the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions or recommendations from the information in the report Predictions from the information in the report Prediction from the information from the informati
although there are some clear distinctions. While both rely on facts, essays add the personal opinions and arguments of the author's interpretation of these facts, most likely in the conclusion. Moreover, reports are heavily organized, commonly with tables of
contents and copious headings and subheadings. This makes it easier for readers to scan reports for the information they seek. Conversely, essays are meant to be read from start to finish, not browsed for specific insights. Report formats There are a few different types of reports, depending on the purpose and to whom you present your report.
Here's a quick list of the common types of reports: Academic reports: Academic reports a student's comprehension of the subject matter, such as book reports on historical events, and feasibility reports Scientific
 reports: Shares research findings, such as research papers and case studies, typically in science journals Reports can be further divided into categories based on how they are written. For example, a report could be formal or informal, short or long, and internal or external. In business, a vertical report shares information with people on different
levels of the hierarchy (i.e., people who work above you and below you), while a lateral report is for people on the author's same level but in different departments. There are as many types of reports as there are writing styles, but this guide focuses on academic reports, which tend to be formal and informational. What is the structure of a report? There are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as there are writing styles, but this guide focuses on academic reports as the structure of a report style are the styles of the styles of
report format depends on the report type and the assignment requirements. While reports can use their own structure, most follow this basic template: Executive summary: Like an abstract in an academic paper, an executive summary is a standalone section that summarizes the findings in your report so readers know what to expect. Executive
 summaries are used primarily for official reports and less so for school reports. Introduction: The introduction sets up the body of the report explains all
your significant discoveries, broken up into headings and subheadings. The body makes up the majority of the report, whereas the introduction and conclusion are usually just a few paragraphs each. Conclusion or judgment. It's also usually
 where the author adds their own opinions or inferences. If you're familiar with how to write a research paper, you'll notice that report writing follows the same introduction-body-conclusion structure, sometimes adding an executive summary. Reports usually have unique additional requirements, such as title pages and tables of content, which we
 explain in the next section. What should be included in a report? There are no firm requirements for what's included in a report. Every school, company, laboratory, task manager, and teacher can determine their format based on their unique needs. In general, though, be on the lookout for these particular requirements—they tend to appear a lot:
Title page: Official reports often use a title page to keep things organized. If a person has to read multiple reports, title pages make them easier to keep track of. Table of contents: As with books, the table of contents helps readers quickly navigate to the section they're interested in. Page numbering: A common courtesy when writing a longer report
 page numbering ensures that the pages are in order in case of mix-ups or misprints. Headings and subheadings: Reports are typically divided into sections, with headings and subheadings and subheadings and subheadings and subheadings and subheadings. Citations in a report ensure proper credit to sources and help maintain credibility, so always follow the
 recommended citation guidelines for formatting and consistency. Works cited page: A bibliography at the end of the report should tell you
 which style guides or formatting they require. 7 steps for writing a report Here are seven steps to follow when writing a report from start to finish. 1 Choose a topic based on the assignment Before you start writing, you need to pick the topic of your report. Often, the topic is assigned for you, as with most business reports, or predetermined by the
nature of your work, as with scientific reports. If so, you can ignore this step and move on. If you're in charge of choosing your topic, as with many academic reports, this is one of the most critical steps in the writing process. Try to pick a topic that fits these two criteria: There's adequate information: Choose a topic that's neither too general nor too
 specific. You want enough information to fill your report without padding but not too much that you can't cover everything. You're interested in it: Although this isn't a strict requirement, being engaged with the subject matter does improve the quality of a report. Keep the assignment instructions, including length requirements, in mind as you decide
2 Conduct research With business and scientific reports, the research is usually your own or provided by the company—although there's still plenty of digging for external sources in both. For academic papers, you're largely on your own for research unless you have a second your own for research unless you have a second you have a second you have a seco
so crucial; you won't go far if the topic you picked doesn't have enough available research. The key is to search only for reputable sources: official documents, other similar reports. You can find a lot of information online through search
engines, but a quick trip to the library can also help in a pinch. 3 Write a thesis statement to help you conceptualize the main point of your writing, in this case, the report. Once you've
collected enough research, you should notice some trends and patterns in the information. If these patterns infer or lead to a more significant, overarching point, that's your thesis might be something like, "Although wages used to
be commensurate with living expenses, after years of stagnation, they are no longer adequate." From there, the rest of your report will elaborate on that thesis, with ample evidence and supporting arguments. 4 Prepare an outline is recommended for all kinds of writing, but it's especially useful for reports, given their emphasis on
organization. Because reports are often separated by headings and subheadings, a solid outline ensures you stay on track while writing without missing anything. You should start thinking about your outline during the research phase when you begin to notice patterns and trends. If you're stuck, try making a list of all the key points, details, and
evidence you want to mention. See if you can fit them into general and specific categories, which you can turn into headings and subheadings. 5 Write a rough draft, or first draft, is usually the most time-consuming step. Here's where you put all the information from your research into words. To avoid getting overwhelmed,
follow your outline step by step to ensure you don't accidentally leave out anything. Don't be afraid to make mistakes; that's the number one rule for writing a rough draft. Expecting your first draft to be perfect adds a lot of pressure. Instead, write in a natural and relaxed way, and worry about the specific details like word choice and correcting
mistakes later. That's what the last two steps are for, anyway. 6 Revise and edit your report Once your rough draft is finished, it's time to go back and start fixing the mistakes you ignored the first time around. (Before you dive right back in, it helps to give yourself some time away so you can approach it with fresh eyes. You should at least take a
small break to unwind from writing the rough draft.) We recommend first rereading your report for any major issues, such as needing to cut or move around entire sentences and paragraphs. Sometimes, you'll find your data doesn't line up or that you misinterpreted a key piece of evidence. This is the right time to fix the "big picture" mistakes and
rewrite any longer sections as needed. Unfamiliar with what to look for when editing? Here are some self-editing tips. 7 Proofread and check for mistakes Last, it pays to review your report one final time to optimize your wording and check for mistakes Last, it pays to review your report one final time to optimize your wording and check for mistakes. You checked for "big picture" mistakes in the previous step, but here,
you're looking for specific, even meticulous issues. Want to make sure your report writing shines? Grammarly can check your spelling and save you from grammar and punctuation mistakes. It even proofreads your text, so your work is extra polished wherever you write. The purpose of a report is to organize and present factual information about a
specific topic, event, or issue, allowing readers to gain a clear understanding of the subject and make informed decisions. Common reports (like case studies and research findings). Most reports follow
a structure that includes an executive summary, introduction, body, and conclusion. Depending on the requirements, additional elements may include a title page, table of contents, and citations. The key steps for writing a report are 1) selecting a topic, 2) conducting research, 3) creating a thesis statement, 4) preparing an outline, 5) drafting the
report, 6) revising the content, and 7) proofreading for final touches. Effective report writing involves organizing content with headings and subheadings, tailoring the format to the audience, and adhering to any specific guidelines or style requirements provided for the report. How can financial brands set themselves apart through visual storytelling?
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