

Basic structure of a report

Some reports start with this information:

To:
From:
Date:
Subject:

Reports may also start with a separate **title page**, but this is optional.

Continue as follows:

Heading	Content
Executive summary (optional)	A summary of the findings of the report, the conclusions and the recommendations.
Contents (optional)	A list of the different sections and page numbers.
Terms of Reference	This section introduces the report and explains why you're writing it, i.e. the purpose. It usually includes the following information: What the report is about. When the report is due. Who asked for the report, i.e. who authorised it?
Procedure	This section explains how you investigated or researched the topic, i.e. what methods you used.
Findings	This is the main body of the report; it sets out the information you found when you investigated the topic.
Conclusion(s)	This is where you interpret your findings, i.e. your conclusions when you analyse the findings. New material shouldn't be introduced here.
Recommendations	This section is for your suggested solution to the problem and/or what you think should happen next, i.e. the action(s) you recommend.
References	This is an alphabetic list of all the sources you consulted. Use APA referencing for this.
Appendix (or Appendices)	This section is for additional information that is relevant to the report, but would interrupt the flow of the text if included in the body of the report (e.g. brochures, large tables, or spreadsheets).

Note:

- Different types of reports may have a slightly different structure.
- Different structures may combine these sections or break them down using additional subheadings.
- Different headings may be used for the same content, i.e. 'method' instead of 'procedure'.
- Your learning material and/or online course page may contain specific requirements, guidelines or instructions on structuring your assignment.
- If you still have questions, call your course leader for some help.