Writing a report

A report involves students analysing the relationship between a product and society and may include proposing solutions, expressing and justifying a point of view or explaining and evaluating an issue. The report should include recommendations that may be supported by sketches, drawings, and diagrams (see Technology Studies senior syllabus 2013, Section 4.5.4 Report ). Students respond to a seen question or statement using data, researched information, primary and/or secondary sources. They analyse, interpret and evaluate data and information, develop and justify conclusions and make recommendations.

Why a report?

- The topic may be a problem or based on reading, field work or practical work.
- The purpose of a report is to investigate, present and analyse information thoroughly and logically.
- Research may occur in the writing of the report; it is not the focus of the assessment.
- The reader is established in the topic and is often a client.
- The format comprises sections with headings.
- The style is impartial and may include bullets points.
- A report may be presented in a variety of modes, including written, spoken and/or multimodal.
- The report may include references and, where appropriate, tables of data, diagrams and flow charts.
A report may be developed using the following framework.

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### Introduction to the report

The introduction provides the background information needed for the rest of your report to be understood. It is usually half to three-quarters of a page in length. The purpose of the introduction is to set the context for your report, provide sufficient background information for the reader to be able to follow the information presented, and inform the reader about how that information will be presented.

- The introduction includes:
  - the background to the topic of your report to set your work in its broad context
  - a clear statement of the purpose of the report, usually to present the results of your research or investigation
  - a clear statement of the aims of the project
  - technical background necessary to understand the report

- There should be a range of sources of information used when researching the report. These may include:
  - print media — newspapers and journals, texts
  - websites and computer software
  - visual — documentaries, film, television
  - interviews or surveys.

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### Body of the report

This is main part of the report, where you present your work. The introduction and conclusions act as a frame for the body only: therefore all the details of your work (including a summarised version of material in the appendices) must be included here in the appropriate section. It is essential that you choose concise but informative headings and subheadings so that the reader knows exactly what type of information to expect in each section.

- The body of the report:
  - presents the information from your research and investigation
  - outlines and discusses the findings of the report
  - organises information logically under appropriate headings
  - conveys information in the most effective way for communication:
    - uses figures and tables
    - can be bulleted or numbered lists
    - can use formatting to break up large slabs of text.

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### Conclusion to the report

The conclusion provides an effective ending to your report. The content should relate directly to the aims of the project as stated in the introduction, and sum up the essential features of your work.

- The conclusion:
  - includes a brief summary of the key findings or information in the report
  - highlights the major outcomes of the investigation and their significance
  - makes recommendations.

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### Acknowledgment

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