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# Academic Report Writing Template



On this page: [Sections of a report](#) with example text, links to [related pages](#) on report writing.

## View

This page can be viewed as a slideshow: [Start Slideshow](#)

A long report usually has the following sections:

- [Title Page](#)
- [Acknowledgments](#)
- [Summary / Abstract](#)
- [Contents Page](#)
- [Introduction](#)
- [Literature Review](#)
- [Methodology](#)
- [Findings](#)
- [Conclusions](#)
- [Recommendations](#)
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This is an example long report template for you to copy to your word processor or print out. Then you can fill in your own details.

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## Title Page

The Title; e.g. 'A Report on ....'  
 'An Investigation into...'  
 'An Analysis of ...'  
 'A Comparison of ... and ...'

Your Name

Submitted in partial fulfillment of the requirement of the  
.....course.

If you are a HKPU student, your student number.

The date.

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## Acknowledgments

"I would like to thank my supervisor, Mr. \_\_\_\_\_, for the valuable advice and support he has given me in the writing of this report. I would also like to thank my teachers, Mrs. \_\_\_\_\_ and Mr. \_\_\_\_\_ for their encouragement and guidance. Thanks also to my typist, Ms. \_\_\_\_\_, for her immaculate job and her suggestions.

My deepest thanks go to my wife/husband, for her/his love, understanding and support."

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### Summary / Abstract

This study was to \_\_\_\_\_

It was requested by \_\_\_\_\_

It was requested on (date).

The investigation was done by \_\_\_\_\_

The main findings were that \_\_\_\_\_

It was concluded that \_\_\_\_\_

The recommendations are that \_\_\_\_\_ should be \_\_\_\_\_

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## 1. Introduction

### Background

This report has been written because ....

It was requested by ...

It was requested on (date).

### **Objectives**

The objectives of this report are to ....

### **Scope**

This report examines .... It does not examine ..... because .....

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## **2. Literature Review**

The area of investigation has been commented on by Channel (1994), Hoey (1993), Halliday (1993) and Lesser (1979), who are in agreement that...

However, they have different opinions on ....

Due to the differences highlighted above, it was decided to investigate ....

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## **3. Methodology (also called the 'Method' or 'Procedure')**

\_\_\_ respondents, chosen by the method of \_\_\_\_\_ were surveyed from (start date) to (end date). Of these, \_\_\_\_\_ were invited for interview on (date).

The statistics were analysed using a \_\_\_\_\_ test because .....

The significance of the results was \_\_\_\_\_

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## **4. Findings**

### **4.1. Introduction**

In general, the findings indicated that...

The major finding of the investigation was that...

In addition, ....

Surprisingly, ....., which was an unexpected consequence of .....

### **Related exercises:**

- [Trends](#) - this exercise introduces the vocabulary and grammar needed to describe trends. Includes an exercise.

- [Trends Headings](#) - this exercise shows how to use headings when describing trends. Includes an exercise.
- [Describing Satisfaction](#) - choosing between 'satisfy', 'satisfied', 'satisfying' and 'satisfactory', etc.
- [Important or Importance?](#) Explanation and exercise on which word to use.
- ['Lack' or 'Lack of'?](#) - an explanation and an exercise.

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## 5. Conclusions

The main conclusion that can be drawn is therefore that...

In the light of this, it is recommended that... (*+ a general recommendation; e.g. that something needs to be changed. The detailed recommendations should go in the Recommendations section below.*)

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## 6. Recommendations

In the light of these conclusions, I recommend that \_\_\_\_\_ should be \_\_\_\_\_

In addition, a \_\_\_\_\_ could \_\_\_\_\_

Grammar Note:

To make suggestions and recommendations you should use 'could + infinitive verb' (if you are less sure), or 'should + infinitive verb' (if you are more sure). You could also use 'suggest + \_ing' or 'suggest that + a subject noun (e.g. 'we') + a verb (e.g. 'could' + infinitive verb). Do NOT use 'suggest to'.

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## Appendices

Appendix 1: Sample Survey Form

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Appendix 2: Results of Statistical Analysis by \_\_\_\_\_

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## Bibliography

(Click here to find out [more about references.](#))

Channel, J. (1994). *Vague language*. Oxford: Oxford University Press.

Halliday, M.A.K. (1993). Quantitative studies and probabilities in grammar. In Hoey,

M. (Ed.) *Data, description, discourse*. London: HarperCollins, 1-25.

Hoey, M. (1993). *Data, description, discourse*. London: HarperCollins, 1-25.

Lesser, R. (1979). *Linguistic investigations of aphasia*. Studies in language disability and remediation 5. London: Edward Arnold.

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Related pages:

#### Content and Organisation

- [The Report Writing Process](#): an ordering exercise to re-order the stages of this process
- [Academic report writing template](#): useful phrases and expressions to use in your report.
- [Types of Report](#) - the names of different types of report and what they mean.
- [Report Stages and Content](#) - what goes in each section of a report.
- [Stages and Language of a Report](#) - useful phrases for the sections of a report
- [Report Headings](#) - understand the type of information each section of a report should contain.
- [Subject Headings](#) - how to write correct subject headings.

#### Introductions

- [Report Writing: Introductions](#) - a page to help you understand the content and grammar of report introductions. It contains explanations, an example and an exercise.
- [Report Introductions](#) - a text-reconstruction exercise to help you remember the language of the introduction to a report.

#### Method / Methodology / Procedure

- [The Procedure / Method / Methodology](#) section of a report: how to write it.
- [The Procedure / Method section of a report](#) - a text-reconstruction exercise to help you remember the language of this section of a report.

#### Findings and Discussion

- [Matching Nouns and Verbs for Reports](#) - an exercise in choosing the right vocabulary for reports.
- [Formality](#) - an exercise to help you to write reports using formal language.
- [Describing Numbers](#) - an explanation, a program to write and speak a number, and an exercise
- [Trends](#) - this exercise introduces the vocabulary and grammar needed to describe trends. Includes an exercise.
- [Describing trends in line graphs](#)
- [Trends Headings](#) - this exercise shows how to use headings when

describing trends. Includes an exercise.

- [The Language of Approximation](#) - an exercise in describing numbers in an easy-to-understand way
- [Approximation Correction exercise](#) - to check that you can use the language of approximation correctly
- [Approximating Dissatisfaction](#) - an exercise to help you describe dissatisfaction
- [Describing Satisfaction](#) in the Findings and Conclusion sections of a report - choosing between 'satisfy', 'satisfied', 'satisfying' and 'satisfactory', etc.
- [Important or Importance?](#) Explanation and exercise on which word to use when describing Findings and Conclusions.
- [Concern](#) - how to use *concern* correctly

### Conclusion

- [The Conclusion section](#) - an explanation, an example and an exercise.

### Recommendations

- [Report Recommendations](#) - an explanation, an example and an exercise.
- [Report Recommendations Correction Exercise](#) - correct the common errors.

### Practice Materials

- [Report Correction Exercise](#) - correct these common errors made by students in report writing, so that you can avoid making the same mistakes.
- [List of common errors in report writing assignments](#)
- [Common Errors in Report Writing](#) - revision exercise.
- [Report Writing Scenario Site](#) - practice the whole process of report writing
- [Scanner](#) - a program that highlights the words in a text that are easy for a reader to find. Use it to improve the organisation and reader-friendliness of your writing.
- [List of Materials in CILL for Business reports](#)

For a list of [CILL Report Writing Materials, click here.](#) | [CILL writing page](#) | [CILL Report Writing Materials](#)

For more details on [referencing and bibliographies, click here.](#)

If you have any suggestions or questions, please e-mail us at [eccill@inet.polyu.edu.hk](mailto:eccill@inet.polyu.edu.hk).

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